



**CANADA'S REPRESENTATIVE**

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**Request for Proposal (RFP)**

PERFORMANCE OF THE WORK DESCRIBED IN THE STATEMENT OF THE DRAFT CONTRACT.

<b>Title</b> Cleaning Services for the Embassy of Canada to Romania	
<b>Solicitation no.</b> 22-211927	<b>Date</b> September 12, 2022
<b>Proposal Delivery</b>  In order for the proposal to be valid, it must be received no later than 14:00 EDT (Eastern Daylight Time), (Ottawa, Ontario time) on October 12, 2022. This date is referred to herein as the "Closing date".  Only electronic copies will be accepted and received at the following email address:  <a href="mailto:internationalproposals@international.gc.ca">internationalproposals@international.gc.ca</a>  Solicitation #: 22-211927	
<b>Offer to: Department of Foreign Affairs, Trade and Development Canada</b>  <b>We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods and services listed herein and on any attached sheets at the price(s) set out therefor.</b>  <b>Name and title of person authorized to sign on behalf of the supplier.</b>	
_____ <b>Signature</b>	_____ <b>Date</b>



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## PART 1 - GENERAL INFORMATION

### 1.1 INTRODUCTION

The RFP is divided into 5 parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the Request for Proposal;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection; and
- Part 5 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

Attachment 1 to Part 3 includes the Certifications, Attachment 2 to Part 3 includes the Financial Bid Form, Attachment 1 to Part 4 includes the Evaluation Criteria, Attachment 2 to Part 4 includes the Bidders' Response Framework provided in order to answer to the mandatory criteria (M), Attachment 1 to Annex A includes Category I – Cleaning Services Tasks, Attachment 2 to Annex A includes the Quality Standards and Attachment 3 to Annex A includes the Service Authorization Form (SA).

The annexes include the Statement of Work (Annex A), the Basis of Payment (Annex B) and the Security Requirements Check List (Annex C).

### 1.2 SUMMARY

- 1.2.1 The purpose of this RFP is to select a supplier to enter into a contract with Department of Foreign Affairs, Trade and Development (DFATD) to provide cleaning services as described in the Statement of Work (Annex A).
- 1.2.2 The Work is to be performed from the contract award date tentatively set for December 1<sup>st</sup>, 2022, for a period of three (3) years. However, in the event of unusual circumstances, the contract could be awarded at a sooner or later date. There is also the potential of two (2) additional one-year irrevocable option periods under the same terms and conditions.
- 1.2.3 There are security requirements associated with this requirement. For additional information, consult Part 5 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- 1.2.4 The requirement may be subject to the provisions of the:
  - Canadian Free Trade Agreement (CFTA)
  - Canada - Chile Free Trade Agreement
  - Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP)



- Canada - Columbia Free Trade Agreement
- Canada - European Union Comprehensive Economic and Trade Agreement (CETA)
- Canada - Honduras Free Trade Agreement
- Canada - Korea Free Trade Agreement
- Canada - Panama Free Trade Agreement
- Canada - Peru Free Trade Agreement
- Canada - UK Trade Continuity Agreement (Canada-UK TCA)
- Canada - Ukraine Free Trade Agreement
- World Trade Organization - Agreement on Government Procurement (WTO-AGP)

### 1.3 CONTRACT DOCUMENT

The Draft Contract and the Statement of Work which the selected Bidder will be expected to execute are included with this Request for Proposal (RFP) at Part 5, and Annex A, respectively.

### 1.4 INTERPRETATION

In this document, unless the context otherwise requires:

"Applicable Tax" means any tax applicable in the jurisdiction of the Work;

"Bid" is an offer to provide services or supply goods as a result of a solicitation, it also means "Proposal", and the terms can be used interchangeably in this document;

"Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a proposal to perform a contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors;

"Canada", "Crown", "Her Majesty", the "Minister" or the "Government" means Her Majesty the Queen in right of Canada as represented by the Minister of Foreign Affairs and any other person duly authorized to act on behalf of that minister; and

"Work" means all the activities, services, goods, equipment, matters and things required to be done, delivered or performed by the Contractor under the Contract.



## PART 2 - BIDDER INSTRUCTIONS

### 2.1 LANGUAGE OF BIDS

Bid documents and supporting information must be submitted in either English or French.

### 2.2 REFERENCE CLAUSES

**2.2.1** Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

**2.2.2** This procurement document contains references to specific standard instructions, general conditions and clauses found in the SACC Manual which will apply to this particular requirement. Reference clauses are those clauses and conditions that Bidders and suppliers must refer to in the government Standard Acquisition Clauses and Conditions (SACC) Manual: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual> to obtain the full text. Clause references will include the clause ID number, its effective date and its title (e.g. ID B1204C (2011-05-16)).

**In cases where the reference clause(s) has been modified or deleted to suit this procurement, such change(s) have been identified in this document.**

**NOTE:**

**It is strongly recommended that Bidders visit the above site to better understand these clauses and conditions.**

### 2.3 STANDARD INSTRUCTIONS

**2.3.1** The [2003](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/26) (2022-03-29) Standard Instructions - *Goods or Services - Competitive Requirements* (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/26), are incorporated by reference into and form part of the bid solicitation.

**2.3.2** Except in the case of "PWGSC's Integrity Database", where referred to, the words "Public Works and Government Services Canada" or "PWGSC" are to be substituted to read "**Foreign Affairs, Trade and Development Canada**" or "**DFATD**"; **all references to facsimile number of "819-997-9776" are deleted**; all references to "**Canada Post epost Connect service**" are deleted; and the words "Contracting Authority" are to be substituted to read "**Canada's Representative**".

**2.3.3 Subsection 02 (2020-05-28) Procurement Business Number**

This subsection is deleted in its entirety

**2.3.4 Subsection 05 (2018-05-22) Submission of Bids**, paragraph 4 is amended as follows:

**Delete:** sixty (60)

**Insert:** one hundred and twenty (120)

**2.3.5 Subsection 06 (2022-03-29) Late Bids**

This subsection is deleted in its entirety and is hereby replaced by the following:

Bids received after the stipulated bid closing date and time will be:

- returned to the Bidder in the case where hard copies were requested; or
- deleted / destroyed where soft copies were requested, unless they qualify under the provisions of the Delayed Bids clause stipulated in paragraph 2.3.6



### 2.3.6 Subsection 07 (2022-03-29) Delayed Bids

This subsection is deleted in its entirety and is hereby replaced by the following:

A bid received after the closing date and time, but before the contract award date may be considered, provided the delay can be proven by the Bidder to have been due solely to a delay in delivery that can be attributed to incorrect handling by Canada, after the bid has been received at the location stipulated on page one (1).

### 2.3.7 Subsection 08 (2022-03-29) Transmission by Facsimile or by Canada Post Corporation's (CPC) Connect service

This subsection is deleted in its entirety and does not form part of the RFP. Canada does not accept receipt of bid by means of a facsimile or by Canada Post Corporation's (CPC) Connect Service.

## 2.4 SUBMISSION OF BIDS

**2.4.1** Bids must be received by DFATD at the electronic address identified and by the date and time on page 1 of the Request for Proposal (RFP). Bids should NOT be sent directly to Canada's Representative. Canada will not be responsible for bids delivered to a different address. Bids sent directly to Canada's Representative may not be considered.

The e-mail address indicated on page one (1) of the RFP is for the purpose of bid submission and enquiries concerning that RFP. No other communications are to be forwarded to this address.

**2.4.2** Attachments should be in a Portable Document Format (.pdf) software application or Microsoft Office version 2003 or greater.

Bidders should follow the specifications format instructions described below, during the preparation of their bid:

- minimum type face of 10 points;
- all material should be formatted to print on 8.5" x 11" or A4 paper;
- for clarity and comparative evaluation, the Bidder should respond using the same subject headings and numbering structure as in this RFP document.

More than one e-mail can be sent if necessary (if the same file is sent twice, the latest file received will be used for evaluation purposes and the previous one(s) will not be opened).

Canada will take no responsibility if a bid is not received on time because the e-mail was refused by a server for the following reasons:

- the size of attachments exceeds 10 MB;
- the e-mail was rejected or put in quarantine because it contains executable code (including macros);
- the e-mail was rejected or put in quarantine because it contains files that are not accepted by our server, such as, but not limited to, .rar, encrypted .zip, encrypted .pdf, .exe., etc.

Links to an online storage service (such as Google Drive™, Dropbox™, etc.) or to another website, a File Transfer Protocol (FTP) service access, or any other mean of transferring files, **will not** be accepted. All documents submitted must be attached to the e-mail.



**It is strongly recommended** that Bidders confirm with Canada's Representative that their complete bid was received. For this same reason, it is recommended that in cases where more than one (1) e-mail containing documents comprising the quote is submitted, the emails be numbered and the total number of emails sent in response to the RFP also be identified.

- 2.4.3** Canada requires that each bid, at closing date and time or upon request from Canada's Representative, be signed by the Bidder or by an authorized representative of the Bidder. If any required signature(s) are not submitted as requested, Canada's Representative may inform the Bidder of a time frame within which to provide the signature(s). Failure to comply with the request of Canada's Representative and to provide the signature(s) within the time frame provided may render the bid non-responsive. If a bid is submitted by a joint venture, it must be in accordance with section 17 Joint Venture, of [2003](#) (2022-03-29) *Standard Instructions - Goods or Services - Competitive Requirements*.
- 2.4.4** It is the Bidder's responsibility to:
- (a) obtain clarification of the requirements contained in the RFP, if necessary, before submitting a bid;
  - (b) prepare its bid in accordance with the instructions contained in the RFP;
  - (c) submit by closing date and time a complete bid;
  - (d) send its bid only to the address specified on page 1 of the RFP;
  - (e) ensure that the Bidder's name, and the RFP number are clearly visible on the attachment(s) containing the bid; and,
  - (f) provide a comprehensible and sufficiently detailed bid, including all requested pricing details, that will permit a complete evaluation in accordance with the criteria set out in the RFP.
- 2.4.5** Proposals received on or before the stipulated RFP closing date and time will become the property of Canada. All proposals will be treated as confidential, subject to the provisions of the Access to Information Act (R.S. 1985, c. A-1) and the Privacy Act (R.S., 1985, c. P-21), and other applicable law.
- 2.4.6** Unless specified otherwise in the RFP, Canada will evaluate only the documentation provided with a Bidder's proposal. Canada will not evaluate information such as references to Web site addresses where additional information can be found, or technical manuals or brochures not submitted with the proposal.
- 2.4.7** A bid cannot be assigned or transferred in whole or in part.

## **2.5 BIDDERS' CONFERENCE AND/OR SITE VISIT – MANDATORY**

**It is mandatory that the Bidder or a representative of the Bidder attend the conference and the site visit.** It will be held at 1-3 Tuberozelor Street, District 1, Bucharest, Romania on September 20, 2022. The bidders' conference will begin at 2:00 p.m. (Eastern European Summer Time) and will be followed by the site visit.

Bidders are requested to confirm their attendance with Canada's Representative no later than 2 working days before the conference and the site visit and provide the names of the person(s) who will attend. Bidders will be required to sign an attendance form. Bidders should confirm in their bids that they have attended the conference and the site visit.





Bidders must comply with all prevention and infection control measures put in place by the Canadian mission including, but not limited to, practicing physical distancing, using personal protective equipment (PPE) as necessary, etc.

**Bidders who do not attend or send a representative to the conference and the site visit will not be given an alternative appointment and their proposal will be rejected as non-compliant.** Any clarifications or changes to the Bid solicitation resulting from the conference and the site visit will be included as an Addendum to this Bid solicitation.

Please note, any travel and other costs associated with attending a conference and a site visit form part of "Bid Costs" as per [2003](#) (2022-03-29) Standard Instructions - Goods or Services - Competitive Requirements, and will not be reimbursed by Canada.

## 2.6 COMMUNICATIONS, ENQUIRIES, COMMUNICATIONS, SUGGESTED IMPROVEMENTS

- 2.6.1** All enquiries and suggested improvements must be submitted in writing only to Canada's Representative, identified on page 1 of the solicitation, no later than five (5) days before the bid closing date. Enquiries and suggestions received after that time may not be answered.
- 2.6.2** Bidders should reference as accurately as possible the numbered item of the RFP to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.
- 2.6.3** Should any Bidder consider that the specifications or Statement of Work contained in this RFP and Draft Contract can be improved technically or technologically, the Bidder is invited to make suggestions in writing. The Bidder must clearly outline the suggested improvements as well as the reason for the suggestion. Suggestions which do not restrict the level of competition nor favour a particular Bidder will be given consideration. Canada reserves the right to accept or reject any or all suggestions.

## 2.7 APPLICABLE LAWS

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario, Canada.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

## 2.8 ENTIRE REQUIREMENT

The RFP documents contain all the requirements relating to the RFP. Any other information or documentation provided to or obtained by a Bidder from any source are not relevant. Bidders should not assume that practices used under previous contracts will continue, unless they are described in the RFP. Bidders should also not assume that their existing capabilities meet the requirements of the RFP simply because they have met previous requirements.



## 2.9 DEBRIEFINGS

Bidders may request a debriefing on the results of the RFP process, within 15 working days upon notification of the process results. The debriefing may be in writing, by telephone or in person.

## 2.10 CHALLENGES

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services, in accordance with the Agreement on Internal Trade. You may raise concerns regarding the solicitation, or the resulting award, with the DFATD representative in a first attempt to address the concern or if not satisfied, with OPO by contacting them by telephone at 1-866-734-5169, by e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca) or by visiting their website at <http://www.opo.gc.ca>.

## 2.11 NO PROMOTION OF BIDDERS INTEREST

Bidders will not make any public comment, respond to questions in a public forum or carry out any activities to publicly promote or advertise their interest in this project.

## 2.12 LEGAL CAPACITY

The Bidder must have the legal capacity to contract. If the Bidder is a sole proprietorship, a partnership or a corporate body, the Bidder must provide, if requested by Canada's Representative, a statement and any requested supporting documentation indicating the laws under which it is registered or incorporated together with the registered or corporate name and place of business. This also applies to Bidders submitting a proposal as a joint venture.

## 2.13 INCAPACITY TO CONTRACT WITH GOVERNMENT

By submitting a proposal, the Bidder certifies that neither the Bidder nor any of the Bidder's affiliates has ever been convicted of an offence under any of the following provisions. Canada may reject a proposal where the Bidder, including the Bidder's officers, agents and employees, has been convicted of an offence under the following provisions of the Criminal Code:

- (a) paragraph 80(1)(d) (*False entry, certificate or return*), subsection 80(2) (*Fraud against Her Majesty*) or section 154.01 (*Fraud against Her Majesty*) of the [Financial Administration Act](#); or
- (b) section 121 (*Frauds on the government and Contractor subscribing to election fund*), section 124 (*Selling or Purchasing Office*), section 380 (*Fraud*) for fraud committed against Her Majesty or section 418 (*Selling defective stores to Her Majesty*) of the [Criminal Code](#); or
- (c) section 462.31 (*Laundering proceeds of crime*) or sections 467.11 to 467.13 (*Participation in activities of criminal organization*) of the [Criminal Code](#); or
- (d) section 45 (*Conspiracies, agreements or arrangements between competitors*), 46 (*Foreign directives*) 47 (*Bid rigging*), 49 (*Agreements or arrangements of federal financial institutions*), 52 (*False or misleading representation*), 53 (*Deceptive notice of winning a prize*) under the [Competition Act](#); or
- (e) section 239 (*False or deceptive statements*) of the [Income Tax Act](#); or
- (f) section 327 (*False or deceptive statements*) of the [Excise Tax Act](#); or
- (g) section 3 (*Bribing a foreign public official*) of the [Corruption of Foreign Public Officials Act](#); or
- (h) section 5 (*Trafficking in substance*), section 6 (*Importing and exporting*), or section 7 (*Production of substance*) of the [Controlled Drugs and Substance Act](#); or
- (i) any provision under any law other than Canadian law having a similar effect to the above-listed provisions.



## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 BID PREPARATION INSTRUCTIONS

Canada requests that Bidders provide their bid in separate PDF files or Microsoft office version 2003 as follows:

Section I: Technical Bid  
Section II: Financial Bid  
Section III: Certifications

**Please note:** bids may be modified or resubmitted only **before** the solicitation closing date, and must be done in writing. This includes electronically transmitted responses. The latest bid received will supersede any previously received bids.

**Section I:** to be labeled "**Technical Bid**";

### 3.2 TECHNICAL BID INSTRUCTIONS

This section should not exceed 60 pages. Material exceeding the 60-page maximum may not be considered. Copies of required Certificates and Licences, and Title pages are not included in the 60-page limit.

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

**Section II:** to be labeled "**Financial Bid**";

### 3.3 FINANCIAL BID INSTRUCTIONS

Bidders must submit their Financial Bid in accordance with ATTACHMENT 2 TO PART 3 - FINANCIAL BID FORM. Prices must appear in Section II **only** and must not be indicated in any other section of the Bid. Failure to comply may result in the Bid being declared non-compliant and rejected from further consideration. All the information required in the Financial Bid should appear in a separate document and should be identified as the Financial Bid. Financial Bids will only be opened after the evaluation of the Technical Bid is completed. **Estimates provided in ATTACHMENT 2 TO PART 3 - FINANCIAL BID FORM are strictly for evaluation purposes and are not a guarantee under the contract.**

### 3.4 FIRM PRICE

**3.4.1** Bidders must quote an all-inclusive Firm Price in Romanian New Leu (RON) on the attached form Financial Bid Form. The Firm Price must include, but not necessarily be limited to, all costs resulting from the performance of the Work as described in this RFP, all costs resulting from the performance of any additional Work described in the Bidder's Bid (unless clearly described as an option), all travel, living costs and all overhead costs including disbursements



3.4.2 All payments will be made according to the terms of payment set out in the Draft Contract.

### 3.5 FIRM HOURLY RATES

3.5.1 Bidders must quote Hourly Rates in Romanian New Leu (RON) on the attached form Financial Bid Form. The Hourly Rates must include, but not necessarily be limited to, all costs resulting from the performance of the Work as described in this RFP, and all costs resulting from the performance of any additional Work described in the Bidder's Bid (unless clearly described as an option).

3.5.2 The Contractor will not be reimbursed for travel and living expenses incurred in the performance of the Work.

3.5.3 All payments will be made according to the terms of payment set out in the Draft Contract.

**Section III: to be labeled "Certifications";**

### 3.6 CERTIFICATIONS

Bidders must submit the certifications required under ATTACHMENT 1 TO PART 3 – CERTIFICATIONS.



## ATTACHMENT 1 TO PART 3 - CERTIFICATIONS

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-compliant, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

Canada's Representative will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Canada's Representative will render the bid non-compliant or constitute a default under the Contract.

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, Canada's Representative will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified will render the bid non-compliant.

Bidders must submit the following duly completed certifications as part of their bid:

Certification Number	Certification Text	Initial
C1.1	<p><b>INTEGRITY PROVISIONS - DECLARATION OF CONVICTED OFFENCES</b></p> <p>In accordance with the Integrity Provisions of the Standard Instructions, all Bidders must provide with their bid, <b>if applicable</b>, the Integrity declaration form available on the <a href="http://www.tpsgc-pwpsc.gc.ca/ci-if/declaration-eng.html">Forms for the Integrity Regime</a> website (<a href="http://www.tpsgc-pwpsc.gc.ca/ci-if/declaration-eng.html">http://www.tpsgc-pwpsc.gc.ca/ci-if/declaration-eng.html</a>), to be given further consideration in the procurement process.</p>	_____
C1.2	<p><b>INTEGRITY PROVISIONS - REQUIRED DOCUMENTATION</b></p> <p>In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the <a href="http://www.tpsgc-pwpsc.gc.ca/ci-if/politique-policy-eng.html">Ineligibility and Suspension Policy</a> (<a href="http://www.tpsgc-pwpsc.gc.ca/ci-if/politique-policy-eng.html">http://www.tpsgc-pwpsc.gc.ca/ci-if/politique-policy-eng.html</a>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.</p>	_____
C2	<p><b>STATUS AND AVAILABILITY OF RESOURCES</b></p> <p>The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with equal or higher qualifications and experience. The Bidder must advise Canada's Representative of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement,</p>	_____



Certification Number	Certification Text	Initial
	<p>resignation, dismissal for cause or termination of an agreement for default.</p> <p>If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from Canada's Representative, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-compliant.</p>	
<p><b>C3</b></p>	<p><b>FORMER PUBLIC SERVANT</b></p> <p>Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, Bidders must provide the information required below before contract award.</p> <p>For the purposes of this clause, "former public servant" is any former member of a department as defined in the <a href="#">Financial Administration Act</a>, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:</p> <ul style="list-style-type: none"> <li>a) an individual;</li> <li>b) an individual who has incorporated;</li> <li>c) a partnership made of former public servants; or</li> <li>d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.</li> </ul> <p>"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.</p> <p>"pension" means a pension or annual allowance paid under the <a href="#">Public Service Superannuation Act</a> (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the <a href="#">Supplementary Retirement Benefits Act</a>, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the <a href="#">Canadian Forces Superannuation Act</a>, R.S., 1985, c. C-17, the <a href="#">Defence Services Pension Continuation Act</a>, 1970, c. D-3, the <a href="#">Royal Canadian Mounted Police Pension Continuation Act</a>, 1970, c. R-10, and the <a href="#">Royal Canadian Mounted Police Superannuation Act</a>, R.S., 1985, c. R-11, the <a href="#">Members of Parliament Retiring Allowances Act</a>, R.S. 1985, c. M-5, and that portion of pension payable to the <a href="#">Canada Pension Plan Act</a>, R.S., 1985, c. C-8.</p>	<p>As per the definition provided, is the Bidder a FPS?  Yes <input type="checkbox"/>  No <input type="checkbox"/></p> <p>As per the definition provided, is the Bidder a FPS in receipt of a pension?  Yes <input type="checkbox"/>  No <input type="checkbox"/></p> <p>As per the definition provided, is the Bidder a FPS who received a lump sum payment?  Yes <input type="checkbox"/>  No <input type="checkbox"/></p> <p>_____</p>



Certification Number	Certification Text	Initial
	<p>If the answer to any of the FPS questions is “yes”, the successful Bidder must comply with the process, fill out and sign the required forms. If applicable, Bidders agree that the successful Bidder’s status, with respect to being a FPS in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with <a href="#">Contracting Policy Notice: 2012-2</a> and the <a href="#">Guidelines on the Proactive Disclosure of Contracts</a>.</p>	
<p><b>C4</b></p>	<p><b>USE OF SUBCONTRACTOR(S)</b>            The Bidder must inform Canada if it chooses to use a subcontractor(s) to complete the Work or a portion of the Work. Canada reserves the right to approve or reject of the use of subcontractors as per the Resulting Contract Clauses part of this RFP.</p>	<p>Does the Bidder intent to use one or more subcontractors?            Yes <input type="checkbox"/>            No <input type="checkbox"/>            _____</p>
<p><b>C5</b></p>	<p><b>JOINT VENTURES</b>            The Bidder must inform Canada if it is a Joint Venture and provide the information required in order to comply with the Bidder Instructions part of this RFP.</p>	<p>Is the Bidder a Joint Venture?            Yes <input type="checkbox"/>            No <input type="checkbox"/>            _____</p>

**CERTIFICATION STATEMENT**

By completing, signing and submitting this attachment, the Bidder certifies that the information submitted by the Bidder in response to Attachment 1 to Part 3 is accurate and complete.

\_\_\_\_\_  
**Name of Authorized Individual**

\_\_\_\_\_  
**Signature of Authorized Individual**

\_\_\_\_\_  
**Date**



**ATTACHMENT 2 TO PART 3 - FINANCIAL BID FORM**

<b>Name of Bidder:</b>	
<b>Address:</b>	
<b>Contact Person:</b>	
<b>Phone Number:</b>	
<b>E-mail:</b>	
<b>Print Name:</b>	
<b>Signature:</b>	
<b>Date (yyyy-mm-dd):</b>	

- B.1.** The Contractor will be paid according to the firm monthly prices and the firm hourly rates indicated in their pricing schedule, in Romanian New Leu (RON). The firm monthly prices and the firm hourly rates include all costs necessary to perform the work. Taxes are not included. Canada will be invoiced according to these rates.
- B.2.** During the extended period of the Contract, the Contractor will be paid according to the firm monthly prices and the firm hourly rates indicated in their pricing schedule, in Romanian New Leu (RON), to perform all the Work in relation to the contract extension.
- B.3.** **The total estimated usage of Cleaning Services is provided in good faith and does not represent a commitment on the part of Canada. Canada’s actual usage may be higher or lower. Canada will be invoiced according to the actual usage (firm monthly rates and number of hours used for overtime and “As-and-When Requested Services) and not based on the estimated number of hours per month.**
- B.4.** All firm monthly prices and all firm hourly rates will be increased by the annual inflation rate (or CPI) as published by Trading Economics for Romania (<https://tradingeconomics.com/romania/inflation-cpi>) upon exercising each of the option periods. If the rate of inflation is negative, the rates will not be adjusted. Canada will use the most recent annual inflation rate data available within 90 days of the end date of the Contract.





**1. Regular Services**

**Firm Monthly Rates**

*\* Firm monthly rates include General Cleaning Services, Scheduled Interior Window Cleaning and Scheduled Carpet Cleaning*

PERIOD	Firm Monthly Rates (RON) Taxes Excluded (A)	Number of Months (B)	Subtotal (RON) Taxes Excluded (A) X (B)
Initial – Year 1		12	
Initial – Year 2		12	
Initial – Year 3		12	
Option Period 1 – Year 4	See B.4 above	12	See B.4 above
Option Period 2 – Year 5	See B.4 above	12	See B.4 above
<b>Evaluated Price:</b>			

**2. Regular Services – OVERTIME**

**Firm Hourly Rates**

*\* Hourly price for overtime during normal working days, weekends and holidays.*

PERIOD	Firm Hourly Rates (RON) Taxes Excluded (A)	Estimated Number of Hours (B)	Subtotal (RON) Taxes Excluded (A) X (B)
Initial – Year 1		50	
Initial – Year 2		50	
Initial – Year 3		50	
Option Period 1 – Year 4	See B.4 above	50	See B.4 above
Option Period 2 – Year 5	See B.4 above	50	See B.4 above
<b>Evaluated Price:</b>			



**3. As-and-When-Requested Services**

**Firm Hourly Rates**

PERIOD	Firm Hourly Rates (RON) Taxes Excluded (A)	Estimated Number of Hours (B)	Subtotal (RON) Taxes Excluded (A) X (B)
Initial – Year 1		50	
Initial – Year 2		50	
Initial – Year 3		50	
Option Period 1 – Year 4	See B.4 above	50	See B.4 above
Option Period 2 – Year 5	See B.4 above	50	See B.4 above
<b>Evaluated Price:</b>			

**4. Pricing Summary**

PERIOD	Subtotal (RON) Taxes Excluded (Evaluated Prices of Table 1 + Table 2 + Table 3) Table 1: Year 1 Price + Year 2 Price + (Year 3 Price x 3) Table 2: Year 1 Price + Year 2 Price + (Year 3 Price x 3) Table 3: Year 1 Price + Year 2 Price + (Year 3 Price x 3)	
Initial – Year 1		
Initial – Year 2		
Initial – Year 3		
Option Period 1 – Year 4	See B.4 above	
Option Period 2 – Year 5	See B.4 above	
<b>Subtotal:</b>		
<b>Taxes (If Applicable):</b>	<b>%</b>	<b>Amount</b>
<b>TOTAL:</b>		



## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 EVALUATION AND SELECTION**

- 4.1.1 Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical evaluation criteria.
- 4.1.2 An evaluation team composed of representatives of Canada will evaluate the bids.

### **4.2 TECHNICAL EVALUATION**

Mandatory technical evaluation criteria are included in ATTACHMENT 1 TO PART 4 – TECHNICAL EVALUATION CRITERIA

### **4.3 BASIS OF SELECTION – Mandatory Technical Criteria**

1. A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.
2. The bid evaluated price for each responsive bid will be determined as follows:  
Year 1 Price + Year 2 Price + (Year 3 Price x 3).



## ATTACHMENT 1 TO PART 4 - TECHNICAL EVALUATION CRITERIA

### 1.0 Mandatory Technical Criteria

It is recommended that you use “Attachment 2 to Part 4 – Bidder’s Response Framework for Technical Bid provided in order to answer to the Mandatory Criteria (M)” but, it is not mandatory. Please note that you may need less or more tables.

The proposal must meet the following mandatory technical criteria. The Bidder must provide the necessary documentation to demonstrate compliance with this requirement.

Proposals that do not meet the mandatory technical criteria will be considered non-responsive. Each mandatory technical criterion must be treated separately.

MANDATORY TECHNICAL CRITERIA				
N°	DESCRIPTION	COMPLIANCE	Yes /No	Reference / Comments
M1	<p><b><u>Bidder’s Corporate Profile</u></b></p> <p>At the time of the bid closing period, the Bidder must be a provider of commercial cleaning services, registered with the appropriate authorities in Romania;</p> <p><b><u>AND</u></b></p> <p>The bidder must be able to provide cleaning services in Bucharest;</p> <p><b><u>AND</u></b></p> <p>The firm must have a permanent office in Romania located within a 30 km radius of the Embassy.</p> <p>Address of the Embassy: 1 – 3 Tuberozelor Street, Sector 1, Bucharest, Romania</p>	<p>The Bidder must demonstrate this by providing the following:</p> <p><b>(a)</b> the company’s address; and</p> <p><b>(b)</b> one of the following documents:</p> <p><b>i.</b> A recent “Business Notice” (circular) providing information about the registration number of the Company at the Commercial Register, its Head Office address, the name of its authorized representatives.</p> <p><b>ii.</b> An Extract from Romanian Commercial Register (ONRC) containing a detailed history of the company’s business transacted and notations recorded at the commercial register. The certificate need to be in validity term and not late than 30 days.</p> <p><b>iii.</b> Copy of the fiscal references with VAT number of the Company.</p> <p>Canada reserves the right to validate the provided information with Romanian Government.</p>		



MANDATORY TECHNICAL CRITERIA				
N°	DESCRIPTION	COMPLIANCE	Yes /No	Reference / Comments
M2	<p><b><u>Corporate Experience</u></b></p> <p>The Bidder must possess at least three (3) years of experience in providing commercial cleaning services, obtained within the last five (5) years from the bid closing date, on projects of similar size and scope* to the requirements identified in Annex A, Statement of Work.</p> <p>*A project of similar size and scope is defined as follows:</p> <p>(a) Minimum duration of twelve (12) consecutive months;</p> <p>(b) Floor space of minimum 3,000 square meters (m<sup>2</sup>);</p> <p>(c) A space of similar use or type (i.e. office space);</p>	<p>The Bidder must demonstrate its experience by providing a project list containing of the following information:</p> <p>The Bidder must provide a complete list of past/present projects where the experience was gained. The following information must be provided for each project where the experience was gained:</p> <p><b>(a)</b> Location (city, country);</p> <p><b>(b)</b> Period of the service (MM/YY to MM/YY) or to current if project is still ongoing;</p> <p><b>(c)</b> Size of the cleaning area in square meters (m<sup>2</sup>);</p> <p><b>(d)</b> Brief description of the work; and,</p> <p><b>(e)</b> Description of the resources' roles and responsibilities in the project.</p> <p>The Bidder must provide a reference for each project where the experience was gained:</p> <p><b>(a)</b> Client company name;</p> <p><b>(b)</b> Name and title of reference;</p> <p><b>(c)</b> Email address; and,</p> <p><b>(d)</b> Telephone number</p> <p>References may be contacted to verify the validity of the information provided by the Bidder. If the information verification does not match the requirements, then the Bid may be declared non-responsive.</p>		



MANDATORY TECHNICAL CRITERIA				
N°	DESCRIPTION	COMPLIANCE	Yes /No	Reference / Comments
M3	<p><b><u>Resources Experience</u></b></p> <p>The Bidder must demonstrate that at <b>least 3 proposed resources</b> for general and cleaning services has a <b>minimum of 1 year of experience</b> in office cleaning and general service provision, within the last 5 years from the bid closing date.</p>	<p>For each candidate, the bidder must provide information demonstrating at least 1 year of required experience</p> <ul style="list-style-type: none"> <li>(a) Name of proposed resource;</li> <li>(b) Name of company where the work was performed;</li> <li>(c) Start (MM/YY) and end dates (MM/YY) of the work;</li> <li>(d) A list of the types of tasks performed; and,</li> <li>(e) Size of the cleaning area in (m<sup>2</sup>).</li> </ul> <p>The Bidder must provide a reference for each proposed resource's most recent experience. The information must include:</p> <ul style="list-style-type: none"> <li>(a) Name of company;</li> <li>(b) Name of reference and title;</li> <li>(c) Email address; and,</li> <li>(d) Telephone number.</li> </ul> <p>References may be contacted to verify the validity of the information provided by the Bidder.</p>		
M4	<p><b><u>Personnel's Linguistic Capacity</u></b></p> <p>The Bidder must demonstrate that the proposed cleaning staff is able to communicate orally and understand written instructions in Romanian and English, or Romanian and French.</p>	<p>It is sufficient to indicate in the proposal that the cleaning staff has the required language skills.</p> <p>Example: "All cleaning staff has the required language skills"</p>		



## ATTACHMENT 2 TO PART 4 – BIDDERS’ RESPONSE FRAMEWORK FOR THE TECHNICAL BID PROVIDED IN ORDER TO ANSWER TO THE MANDATORY CRITERIA (M)

It is recommended that you use “Attachment 2 to Part 4 – Bidder’s Response Framework for Technical Bid provided in order to answer to the Mandatory Criteria (M)” but, it is not mandatory. Please note that you may need less or more tables.

### Mandatory Technical Criterion - Bidder’s Corporate Profile – M1

At the time of the bid closing period, the Bidder must be a provider of commercial cleaning services, registered with the appropriate authorities in Romania;

**AND**

The bidder must be able to provide cleaning services in Bucharest;

**AND**

The firm must have a permanent office in Romania located within a 30 km radius of the Embassy.

Address of the Embassy:

1 – 3 Tuberozelor Street, Sector 1, Bucharest, Romania

Information Required	Description	Provided	
The Bidder must demonstrate this by providing the following:	(a) the company’s address		
	(b) <b>one of the following</b> documents:	<b>Included in my PDF Technical Bid file</b>	
	i. A recent “Business Notice” (circular) providing information about the registration number of the Company at the Commercial Register, its Head Office address, the name of its authorized representatives.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	ii. An Extract from Romanian Commercial Register (ONRC) containing a detailed history of the company’s business transacted and notations recorded at the commercial register. The certificate need to be in validity term and not late than 30 days.	<input type="checkbox"/>	<input type="checkbox"/>
	iii. Copy of the fiscal references with VAT number of the Company.	<input type="checkbox"/>	<input type="checkbox"/>
Canada reserves the right to validate the provided information with Romanian Government.			



**Mandatory Technical Criterion – Corporate Experience – M2**

The Bidder must possess at least three (3) years of experience in providing commercial cleaning services, obtained within the last five (5) years from the bid closing date, on projects of similar size and scope\* to the requirements identified in Annex A, Statement of Work.

\*A project of similar size and scope is defined as follows:

- (a) Minimum duration of twelve (12) consecutive months;
- (b) Floor space of minimum 3,000 square meters (m<sup>2</sup>);
- (c) A space of similar use or type (i.e. office space);

Information Required	Description
<p>The Bidder must demonstrate its experience by providing a project list containing of the following information:</p> <p>The Bidder must provide a complete list of past/present projects where the experience was gained. The following information must be provided for each project where the experience was gained:</p>	<ul style="list-style-type: none"> <li>(a) Location (city, country);</li> <li>(b) Period of the service (MM/YY to MM/YY) or to current if project is still ongoing;</li> <li>(c) Size of the cleaning area in square meters (m<sup>2</sup>);</li> <li>(d) Brief description of the work; and,</li> <li>(e) Description of the resources' roles and responsibilities in the project.</li> </ul> <p>The Bidder must provide a reference for each project where the experience was gained:</p> <ul style="list-style-type: none"> <li>(a) Client company name;</li> <li>(b) Name and title of reference;</li> <li>(c) Email address; and,</li> <li>(d) Telephone number.</li> </ul>





<b>Project # 1</b>	
<b>(a)</b> Location (city, country)	
<b>(b)</b> Period of the service (MM/YY to MM/YY) or to current if project is still ongoing	
<b>(c)</b> Size of the cleaning area in square meters (m <sup>2</sup> )	
<b>(d)</b> Brief description of the work	
<b>(e)</b> Description of the resources' roles and responsibilities in the project	
<b>Reference</b>	
<b>(a)</b> Client company name	
<b>(b)</b> Name and title of reference	
<b>(c)</b> Email address	
<b>(d)</b> Telephone number	
	References may be contacted to verify the validity of the information provided by the Bidder. If the information verification does not match the requirements, then the Bid may be declared non-responsive.



<b>Project # 2</b>	
<b>(a)</b> Location (city, country)	
<b>(b)</b> Period of the service (MM/YY to MM/YY) or to current if project is still ongoing	
<b>(c)</b> Size of the cleaning area in square meters (m <sup>2</sup> )	
<b>(d)</b> Brief description of the work	
<b>(e)</b> Description of the resources' roles and responsibilities in the project	
<b>Reference</b>	
<b>(a)</b> Client company name	
<b>(b)</b> Name and title of reference	
<b>(c)</b> Email address	
<b>(d)</b> Telephone number	
	References may be contacted to verify the validity of the information provided by the Bidder. If the information verification does not match the requirements, then the Bid may be declared non-responsive.



<b>Project # 3</b>	
<b>(a)</b> Location (city, country)	
<b>(b)</b> Period of the service (MM/YY to MM/YY) or to current if project is still ongoing	
<b>(c)</b> Size of the cleaning area in square meters (m <sup>2</sup> )	
<b>(d)</b> Brief description of the work	
<b>(e)</b> Description of the resources' roles and responsibilities in the project	
<b>Reference</b>	
<b>(a)</b> Client company name	
<b>(b)</b> Name and title of reference	
<b>(c)</b> Email address	
<b>(d)</b> Telephone number	
	References may be contacted to verify the validity of the information provided by the Bidder. If the information verification does not match the requirements, then the Bid may be declared non-responsive.



<b>Project # 4</b>	
<b>(a)</b> Location (city, country)	
<b>(b)</b> Period of the service (MM/YY to MM/YY) or to current if project is still ongoing	
<b>(c)</b> Size of the cleaning area in square meters (m <sup>2</sup> )	
<b>(d)</b> Brief description of the work	
<b>(e)</b> Description of the resources' roles and responsibilities in the project	
<b>Reference</b>	
<b>(a)</b> Client company name	
<b>(b)</b> Name and title of reference	
<b>(c)</b> Email address	
<b>(d)</b> Telephone number	
	References may be contacted to verify the validity of the information provided by the Bidder. If the information verification does not match the requirements, then the Bid may be declared non-responsive.



<b>Project # 5</b>	
<b>(a)</b> Location (city, country)	
<b>(b)</b> Period of the service (MM/YY to MM/YY) or to current if project is still ongoing	
<b>(c)</b> Size of the cleaning area in square meters (m <sup>2</sup> )	
<b>(d)</b> Brief description of the work	
<b>(e)</b> Description of the resources' roles and responsibilities in the project	
<b>Reference</b>	
<b>(a)</b> Client company name	
<b>(b)</b> Name and title of reference	
<b>(c)</b> Email address	
<b>(d)</b> Telephone number	
	References may be contacted to verify the validity of the information provided by the Bidder. If the information verification does not match the requirements, then the Bid may be declared non-responsive.



**Mandatory Technical Criterion – Resources Experience – O3**

The Bidder must demonstrate that **at least 3 proposed resources** for general and cleaning services has a **minimum of 1 year of experience** in office cleaning and general service provision, within the last 5 years from the bid closing date.

Information Required	Description
<p>For each candidate, the bidder must provide information demonstrating at least 1 year of required experience.</p>	<p>(a) Name of proposed resource;</p> <p>(b) Name of company where the work was performed;</p> <p>(c) Start (MM/YY) and end dates (MM/YY) of the work;</p> <p>(d) A list of the types of tasks performed; and,</p> <p>(e) Size of the cleaning area in (m<sup>2</sup>).</p> <p>The Bidder must provide a reference for each proposed resource's most recent experience. The information must include:</p> <p>(a) Name of company;</p> <p>(b) Name of reference and title;</p> <p>(c) Email address; and,</p> <p>(d) Telephone number.</p> <p>References may be contacted to verify the validity of the information provided by the Bidder.</p>



<b>Proposed Resource # 1</b>	
<b>(a)</b> Name of proposed resource	
<b>(b)</b> Name of company where the work was performed	
<b>(c)</b> Start <b>(MM/YY)</b> and end dates <b>(MM/YY)</b> of the work;	
<b>(d)</b> A list of the types of tasks performed	
<b>(e)</b> Size of the cleaning area in (m <sup>2</sup> )	
<b>Reference</b>	
<b>(a)</b> Client company name	
<b>(b)</b> Name and title of reference	
<b>(c)</b> Email address	
<b>(d)</b> Telephone number	
	References may be contacted to verify the validity of the information provided by the Bidder.



<b>Proposed Resource # 2</b>	
<b>(a)</b> Name of proposed resource	
<b>(b)</b> Name of company where the work was performed	
<b>(c)</b> Start <b>(MM/YY)</b> and end dates <b>(MM/YY)</b> of the work;	
<b>(d)</b> A list of the types of tasks performed	
<b>(e)</b> Size of the cleaning area in (m <sup>2</sup> )	
<b>Reference</b>	
<b>(a)</b> Client company name	
<b>(b)</b> Name and title of reference	
<b>(c)</b> Email address	
<b>(d)</b> Telephone number	
	References may be contacted to verify the validity of the information provided by the Bidder.





<b>Proposed Resource # 3</b>	
<b>(a)</b> Name of proposed resource	
<b>(b)</b> Name of company where the work was performed	
<b>(c)</b> Start (MM/YY) and end dates (MM/YY) of the work;	
<b>(d)</b> A list of the types of tasks performed	
<b>(e)</b> Size of the cleaning area in (m <sup>2</sup> )	
<b>Reference</b>	
<b>(a)</b> Client company name	
<b>(b)</b> Name and title of reference	
<b>(c)</b> Email address	
<b>(d)</b> Telephone number	
	References may be contacted to verify the validity of the information provided by the Bidder.



**Mandatory Technical Criterion – Personnel’s Linguistic Capacity – M4**

The Bidder must demonstrate that the proposed cleaning staff is able to communicate orally and understand written instructions in Romanian and English, or Romanian and French.

Information Required	Description	
<p>It is sufficient to indicate in the proposal that the cleaning staff has the required language skills.</p> <p>Example: “All cleaning staff has the required language skills”</p>	<p>All cleaning staff has the required language skills.</p>	<p>Yes <input type="checkbox"/>      No <input type="checkbox"/></p>



## PART 5 - RESULTING CONTRACT CLAUSES

### 5.1 DEFINITIONS

In the Contract, unless the context otherwise requires:

"Applicable Tax" means any tax applicable in the jurisdiction of the Work;

"Bid" is an offer to provide services or supply goods as a result of a solicitation, it also means "Proposal", and the terms can be used interchangeably in this document;

"Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a proposal to perform a contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors;

"Canada", "Crown", "Her Majesty", the "Minister" or the "Government" means Her Majesty the Queen in right of Canada as represented by the Minister of Foreign Affairs and any other person duly authorized to act on behalf of that minister;

"Canada's Representative" means the person designated to act as Canada's agent and representative for the purposes of this Contract;

"Contract" means the Articles of Agreement, these general conditions, any supplemental general conditions, annexes and any other document specified or referred to as forming part of the Contract, all as amended by agreement of the Parties from time to time;

"Contractor" means the person, entity or entities named in the Contract to supply goods, services or both to Canada;

"Contract Price" means the amount stated in the Contract to be payable to the Contractor for the Work, exclusive of Applicable Taxes;

"Days" means continuous calendar days, including weekends and statutory holidays;

"Government Property" means anything supplied to the Contractor by or on behalf of Canada for the purposes of performing the Contract and anything acquired by the Contractor in any manner in connection with the Work, the cost of which is paid by Canada under the Contract;

"Party" means Canada, the Contractor, or any other signatory to the Contract and "Parties" means all of them;

"Signature" means either signed on paper, whether the original or an electronic copy of the signed paper is sent to the Contractor; and

"Work" means all the activities, services, goods, equipment, matters and things required to be done, delivered or performed by the Contractor under the Contract.



## 5.2 PRIORITY OF DOCUMENTS

The Parties agree to be bound by the following documents:

- (a) Articles of Agreement;
- (b) General Conditions [2035](#) (2022-05-12);
- (c) Statement of Work (Annex A);
- (d) Basis of Payment (Annex B);
- (e) Security Requirements Check List (Annex C);
- (f) Contractor's bid dated *yyyy-mm-dd*. (*Inserted at Contract award*)

In the event of discrepancies, inconsistencies or ambiguities of the wording of these documents, the document that appears first on the above list shall prevail.

## 5.3 AUTHORITIES AND COMMUNICATION

### 5.3.1 Canada's Representative

Canada's Representative for this Contract is: (*Inserted at Contract award*)

Name:  
Title:  
Department of Foreign Affairs, Trade and Development  
Directorate:  
Address:  
Telephone:  
E-mail address:

Canada's Representative is responsible for the management of the Contract, and any changes to the Contract must be authorized in writing by Canada's Representative. The Contractor must not perform Work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than Canada's Representative.

### 5.3.2 Project Authority

The Project Authority for this Contract is: (*Inserted at Contract award*)

Name:  
Title:  
Department of Foreign Affairs, Trade and Development  
Directorate:  
Address:  
Telephone:  
E-mail address:

The Project Authority is the representative of the department for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by Canada's Representative.



### 5.3.3 Communication and Notices

Any notice under the Contract must be in writing and may be delivered by hand, courier, mail, or e-mail. It must be sent to the Party for whom it is intended at the address stated in the Contract. Any notice will only be effective on the day it is received at that address. Any notice to Canada must be delivered to Canada's Representative.

### 5.3.4 Management of the Contract

Subject to the other provisions of this Article, Canada's Representative is responsible for the management of the Contract. Unless otherwise specified, no notice, instruction, authorization, refusal or other communication provided by Canada is valid under this Contract unless it is provided to the Contractor by Canada's Representative. Likewise, no notice, instruction, authorization, refusal or other communication to Canada made by the Contractor or on its behalf is valid unless it is made to Canada's Representative. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anyone other than Canada's Representative.

### 5.3.5 Contractor's Representative

The Contractor's Representative is: *(Inserted at Contract award)*

Name:

Title:

Company:

Address:

Telephone:

E-mail address:

The Contractor reserves the right to replace the above-designated Contractor's Representative by sending a notice in writing to Canada's Representative to that effect.

### 5.3.6 Amendment

To be effective, any amendment to the Contract must be done in writing and signed by Canada's Representative and the Contractor's Representative. Canada's right to exercise an Option Period is excluded from this signatures requirement.

### 5.3.7 Assignment

The Contractor must not assign the Contract without first obtaining Canada's written consent. Any assignment made without that consent is void and will have no effect. The assignment will be effective upon execution of an assignment agreement signed by the Parties and the assignee. Assignment of the Contract does not relieve the Contractor from any obligation under the Contract and it does not impose any liability upon Canada.

## 5.4 STANDARD CLAUSES AND CONDITIONS

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.



## 5.5 GENERAL CONDITIONS

[2035](#) (2022-05-12), *General Conditions - Higher Complexity - Services*, apply to and form part of the Contract.

## 5.6 ENTIRE AGREEMENT

The Contract constitutes the entire and only agreement between the Parties and supersedes all previous negotiations, communications and other agreements, whether written or oral, unless they are incorporated by reference in the Contract. There are no terms, covenants, representations, statements or conditions binding on the Parties other than those contained in the Contract.

## 5.7 APPLICABLE LAWS

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the Province of Ontario, Canada.

## 5.8 NUMBER AND GENDER

In these Articles of Agreement, the singular includes the plural and vice versa, and words importing the masculine gender include the feminine gender and the neuter, and vice versa.

## 5.9 POWERS OF CANADA / STATE IMMUNITY

All rights, remedies, powers and discretions granted or acquired by Canada under the Contract or by law are cumulative, not exclusive. Notwithstanding anything in this Contract, Canada does not waive any right or immunity that it has or may have by virtue of international or domestic law.

## 5.10 TIME OF THE ESSENCE

Time is of the essence. The Contractor must provide in a timely manner all components of the Work.

## 5.11 EXCUSABLE DELAY

**5.11.1** A delay in the performance by the Contractor of any obligation under the Contract that is caused by an event that:

- is beyond the reasonable control of the Contractor;
- could not reasonably have been foreseen;
- could not reasonably have been prevented by means reasonably available to the Contractor;
- occurred without the fault or neglect of the Contractor;

will be considered an "Excusable Delay" if the Contractor advises Canada's Representative of the occurrence of the delay or of the likelihood of the delay as soon as the Contractor becomes aware of it. The Contractor must also advise Canada's Representative, within fifteen (15) working days, of all the circumstances relating to the delay and provide to Canada's Representative for approval a clear work around plan explaining in detail the steps that the Contractor proposes to take in order to minimize the impact of the event causing the delay.



**5.11.2** Any delivery date or other date that is directly affected by an Excusable Delay will be postponed for a reasonable time that will not exceed the duration of the Excusable Delay.

**5.11.3** However, if an Excusable Delay has continued for 30 Days or more, Canada's Representative may, by giving notice in writing to the Contractor, terminate the Contract. In such a case, the Parties agree that neither will make any claim against the other for damages, costs, expected profits or any other loss arising out of the termination or the event that contributed to the Excusable Delay. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

**5.11.4** Unless Canada has caused the delay by failing to meet an obligation under the Contract, Canada will not be responsible for any costs incurred by the Contractor or any of its subcontractors or agents as a result of an Excusable Delay.

## **5.12 SEVERABILITY**

If any provision of the Contract is declared by a court of competent jurisdiction to be invalid, illegal or unenforceable, that provision will be removed from the Contract without affecting any other provision of the Contract.

## **5.13 SUCCESSORS AND ASSIGNS**

The Contract is to the benefit of and binds the successors and permitted assignees of Canada and of the Contractor.

## **5.14 SURVIVAL**

All the Parties' obligations of confidentiality and representations set out in the Contract as well as the provisions, which by the nature of the rights or obligations might reasonably be expected to survive, will survive the expiry or termination of the Contract.

## **5.15 PERFORMANCE OF THE WORK**

### **5.15.1 Description of Work**

The Contractor must perform the Work described in the Statement of Work at Annex A in accordance with the Contract.

### **5.15.2 Period of the Contract**

The period of the Contract is from \_\_\_\_\_ to \_\_\_\_\_ inclusive. *(inserted at contract award)*.

### **5.15.3 Option to Extend the Contract**

The Contractor grants to Canada an irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year option periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment at Annex B.



#### 5.15.4 Exercise of Option to Extend

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) days before the expiry date of the Contract. The option may only be exercised by Canada's Representative, and will be evidenced for administrative purposes only, through a Contract amendment.

#### 5.15.5 Independent Contractor

The Contractor is an independent Contractor engaged by Canada to perform the Work. Nothing in the Contract is intended to create a partnership, a joint venture or an agency between Canada and the other Party or Parties. The Contractor must not represent itself as an agent or representative of Canada to anyone. Neither the Contractor nor any of its personnel is engaged as an employee or agent of Canada. The Contractor is responsible for all deductions and remittances required by law in relation to its employees.

#### 5.15.6 Conduct

The Contractor must:

- (a) perform the Work diligently and efficiently;
- (b) perform the Work with honesty and integrity;
- (c) except for Government Property, supply everything necessary to perform the Work;
- (d) select and employ a sufficient number of qualified persons;
- (e) perform the Work in accordance with standards of quality acceptable to Canada and in full conformity with the specifications and all the requirements of the Contract; and,
- (f) provide effective and efficient supervision to ensure that the quality of workmanship meets the requirements of the Contract.

#### 5.15.7 Overtime – Fixed Time Rate

The Contractor must not perform any overtime under the Contract unless authorized in advance and in writing by the Canada's Representative. Any request for payment must be accompanied by a copy of the overtime authorization and a report containing the details of the overtime performed pursuant to the written authorization. Canada will pay the Contractor in accordance to the Basis of Payment included in Annex B.

#### 5.15.8 Assigned Individuals

If specific individuals are identified in Annex A to perform the Work:

- (a) the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control;
- (b) the Contractor must obtain Canada's written approval, through Canada's Representative, before replacing, removing or adding an individual to the approved team, and, more specifically, before any services are rendered by such individual; and
- (c) the Contractor must not, in any event, allow performance of the Work by unauthorized replacement individuals.





#### 5.15.9 Resources

Canada reserves the right to conduct periodic background checks on personnel employed or subcontracted by the Contractor.

Canada reserves the right, in its sole discretion, to decide that personnel employed or subcontracted by the contractor are unsuitable. In such circumstances, the Contractor shall ensure that personnel are removed from property and replaced with personnel suitable to Canada.

#### 5.15.10 Replacements

Canada may order that a replacement individual stops performing the Work. In this case, the Contractor must immediately comply with the order and secure a further replacement in accordance with section *Assigned Individuals*. The fact that Canada does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

#### 5.15.11 Compliance with Local Law

In the performance of Services under this Contract, the Contractor will comply with all applicable provisions of the laws in force in Bucharest, Romania.

#### 5.15.12 Inspection and Acceptance

All the Work is subject to inspection and acceptance by Canada. Inspection and acceptance of the Work by Canada do not relieve the Contractor of its responsibility for defects or other failures to meet the requirements of the Contract. Canada will have the right to reject any work that is not in accordance with the requirements of the Contract and require its correction or replacement at the Contractor's expense.

#### 5.15.13 Security Requirements

The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Contract.

- 5.15.13.1** At missions abroad, the Contractor and/or all other personnel involved in the work shall hold a valid personnel security screening level of **RELIABILITY STATUS** for work to be performed in the Mission, Official Residence (OR) or Staff Quarters (SQ). The Contractor and/or all other personnel involved in the work must be properly supervised on the premises of the Mission, OR or SQ. Access to the restricted zones of the Mission may only be granted under the escort and constant supervision of a member of the Canada-based staff (CBS). Failure to obtain the Reliability Status would render the Contract null and void. The minimum security screening level required is granted by the Mission Security Officer or other CBS authorized by the Head of Mission in accordance with the procedures outlined in the Personnel Security Screening Reference Guide for Mission Managers. Missions requesting a security clearance for Contractors to perform work in restricted zones of the Mission or to access classified information/assets must consult with Security Operations and Personal Safety Division (ISR) and Corporate Security Division (ISC).



- 5.15.13.2** If the **Contractor** breaches Sub-paragraph (1) above, DFATD shall terminate this Contract immediately without notice or any further obligation to the **Contractor**. The **Contractor** shall immediately refund to the Receiver General of Canada via DFATD all unspent funds provided under this Contract.

#### **5.15.14 Green Procurement**

- 5.15.14.1** The Contractor should make every effort to ensure that all documents prepared or delivered under this contract are printed double-sided on Ecologo certified recycled paper or on paper with equivalent post-consumer recycled content, to the extent it is procurable.
- 5.15.14.2** The Contractor should make every effort to use environmentally preferred goods, services and processes, as required, to reduce any environmental impacts resulting from the performance of the Work. Environmentally preferable goods and services are those that have a lesser or reduced impact on the environment over the life cycle of the good or service, when compared with competing goods or services serving the same purpose. Environmental performance considerations include, among other things: the reduction of greenhouse gas emissions and air contaminants; improved energy and water efficiency; reduced waste and support reuse and recycling; the use of renewable resources; reduced hazardous waste; and reduced toxic and hazardous substances.

#### **5.16 CERTIFICATIONS**

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

#### **5.17 HEALTH AND SAFETY**

Contractor must comply with all requirements of applicable Canadian (federal, provincial, municipal), foreign and local environmental, health and safety laws and regulations. The Contractor must follow the prevention and infection control measures of the workplace or put in place by the Canadian mission (i.e. practise physical distancing, practise proper hand washing, avoid touching face with unwashed hands, etc.) and follow the proper protocols to complete the required work such as utilizing the appropriate equipment and personal protective equipment (PPE) as necessary. The Contractor is responsible for all costs associated with the compliance to protective measures and any other costs related to the general health and safety of its employees and agents.

#### **5.18 PAYMENT TERMS**

##### **5.18.1 Basis of Payment**

Canada will pay the Contractor in accordance to the Basis of Payment included as Annex B. Payment under this Contract, except advance payments, will be conditional on the performance, completion and delivery of the Work, or any part of the Work to the satisfaction of Canada.



### 5.18.2 Limitation of Price

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

### 5.18.3 Method of Payment – Monthly Payments

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- (a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all such documents have been verified by Canada;
- (c) the Work performed has been accepted by Canada.

### 5.18.4 Audit

Any amount paid or claimed under the Contract is subject to government audit both before and after payment is made. The Contractor must keep proper accounts and records of the cost of performing the Work and keep all documents relating to such cost for 6 years after it receives the final payment under the Contract.

### 5.18.5 Invoicing Instructions

5.18.5.1 The Contractor must ensure that each invoice it provides to Canada:

- a) is submitted in the Contractor's name;
- b) is submitted each month do so for each delivery or shipment;
- c) only applies to the Contract;
- d) shows the date, the name and address of the Project Authority, the description of the Work and the Contract number;
- e) details the claimed fees and disbursements, if applicable, in accordance with the Basis of Payment, exclusive of Applicable Taxes;
- f) sets out Applicable Taxes, such as the Contractor's output VAT, as a separate item along with corresponding registration numbers from the tax authorities;
- g) identifies all items that are zero-rated, exempt from Applicable Taxes or to which it does not apply.

5.18.5.2 By submitting an invoice, the Contractor certifies in each case that the invoice is consistent with the Work delivered and is in accordance with the Contract.

### 5.18.6 Discrepancies

If the contents of the invoice and its substantiating documentation are not in accordance with the Contract or the Work is not in acceptable condition, Canada will notify the Contractor within 15 Days of the invoice receipt. The 30-Day payment period begins upon receipt of the revised invoice or the replacement or corrected Work. Failure by Canada to notify the Contractor within 15 Days will only result in the date specified in subsection 16 of [2035 \(2022-05-12\) General Conditions - Higher Complexity - Services](#), to apply for the sole purpose of calculating interest on overdue accounts.



### 5.18.7 Termination Payments

If a termination for convenience notice is given pursuant to section 30 of [2035](#) (2022-05-12) *General Conditions - Higher Complexity - Services*, the Contractor will be entitled, in accordance with the Basis of Payment (Annex B), to be paid only the amounts that have been reasonably and properly incurred to perform the Contract to the extent that the Contractor has not already been paid or reimbursed by Canada. Under no circumstance will Canada be liable to the Contractor for early termination of this Contract.

### 5.18.8 Remittance to appropriate tax authority

The Contractor agrees to remit to the appropriate government tax authority any amount of applicable tax legally required to be remitted by the Contractor, pursuant to applicable tax laws.

## 5.19 SUSPENSION AND INFRACTION

### 5.19.1 Suspension of the Work

Canada may at any time, by written notice, order the Contractor to suspend or stop the Work or part of the Work under the Contract. The Contractor must immediately comply with any such order in a way that minimizes the cost of doing so.

### 5.19.2 Infraction

Canada may terminate this Contract or reduce or suspend any payments under it if the Contractor fails to honour the provisions in the section titled *Governance and Ethics*.

## 5.20 INSURANCE TERMS

### 5.20.1 Insurance at Discretion of Contractor

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

## 5.21 GOVERNANCE AND ETHICS

### 5.21.1 Conflict of Interest and Values and Ethics Codes for the Public Service

The Contractor acknowledges that individuals who are subject to the provisions of the Conflict of Interest Act (S.C. 2006, c. 9, s. 2), the Conflict of Interest Code for Members of the House of Commons, the Values and Ethics Code for the Public Service, Code of Conduct for Canadian Representatives Abroad or all other codes of values and ethics applicable within specific organizations cannot derive any direct benefit resulting from the Contract. The Contractor will notify Canada in writing of any situation, of which the Contractor is or becomes aware, in which one of the Contractor's agents, employees or contractors derives, or is in a position to derive, an unauthorized benefit.



### 5.21.2 Incapacity to Contract with the Government

The Contractor certifies that no one convicted under any of the provisions under subsection (a) or (b) are to receive any benefit under the Contract. In addition, the Contractor certifies that except for those offences where a criminal pardon or a record suspension has been obtained or capacities restored by the Governor in Council, neither the Contractor nor any of the Contractor's affiliates has ever been convicted of an offence under any of the following provisions:

- (a) paragraph 80(1)(d) (False entry, certificate or return), subsection 80(2) (Fraud against Her Majesty) or section 154.01 (Fraud against Her Majesty) of the Canadian Financial Administration Act (R.S.C. 1985, c. F-11); or
- (b) section 121 (Frauds on the government and Contractor subscribing to election fund), section 124 (Selling or Purchasing Office), section 380 (Fraud) for fraud committed against Her Majesty or section 418 (Selling defective stores to Her Majesty) of the Criminal Code of Canada (R.S.C. 1985, c. C-46); or
- (c) section 462.31 (Laundering proceeds of crime) or sections 467.11 to 467.13 (Participation in activities of criminal organization) of the Criminal Code of Canada (R.S.C. 1985, c. C-46); or
- (d) section 45 (Conspiracies, agreements or arrangements between competitors), 46 (Foreign directives) 47 (Bid-rigging), 49 (Agreements or arrangements of federal financial institutions), 52 (False or misleading representation), 53 (Deceptive notice of winning a prize) under the Canadian Competition Act (R.S.C. 1985, c. C-34); or
- (e) section 239 (False or deceptive statements) of the Canadian Income Tax Act (R.S.C., 1985, c. 1 (5th Supp.)); or
- (f) section 327 (False or deceptive statements) of the Canadian Excise Tax Act, (R.S.C., 1985, c. E-15); or
- (g) section 3 (Bribing a foreign public official) of the Canadian Corruption of Foreign Public Officials Act (S.C. 1998, c. 34); or
- (h) section 5 (Trafficking in substance), section 6 (Importing and exporting), or section 7 (Production of substance) of the Canadian Controlled Drugs and Substance Act (S.C. 1996, c. 19); or
- (i) any provision under the local law having a similar effect to the above-listed provisions.

### 5.21.3 Anti-Terrorism

Consistent with numerous United Nations Security Council resolutions, including S/RES/1267 (1999) concerning Al Qaida and the Taliban, and associated individuals and entities, both Canada and the Contractor are firmly committed to the international fight against terrorism, and in particular, against the financing of terrorism. The Contractor acknowledges that neither it, nor any of its employees, Directors, or agents is an entity listed, in relation to terrorists groups and those who support them, under subsection 83.05 of the Criminal Code of Canada, and as identified thereto in a "List of Entities" which may be found at < <http://laws-lois.justice.gc.ca/eng/regulations/SOR-2002-284/index.html> > and that it is not nor will it knowingly work with any party and entity appearing on the New Consolidated List established and maintained by the UN Security Council's 1267 Committee. Furthermore, the Contractor acknowledges that it will not knowingly directly or indirectly collect, provide or make available funds or property intending that they be used, or knowing that they will be used, to carry out or facilitate terrorist activities, or knowing that the funds or property will be used or will benefit a terrorist entity as identified in the List of Entities.



## 5.22 DISPUTE RESOLUTION

### 5.22.1 Discussion and Negotiation

If a dispute arises out of, or in connection with this Contract, the parties shall meet to pursue resolution through negotiation or other appropriate dispute resolution process before resorting to litigation.

### 5.22.2 Procurement Ombudsman

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the Canadian Department of Public Works and Government Services Act (S.C. 1996, c. 16) will, on request and consent of the parties to bear the cost of such process, participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term and condition of this contract. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by email at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca).



## ANNEX A - STATEMENT OF WORK

### 1. INTRODUCTION

The Embassy of Canada to Romania hereinafter referred to the “**Embassy**” requires routine cleaning services for its office building and nine (9) different staff quarters located in Bucharest.

### 2. BACKGROUND

The Embassy of Canada to Romania is the Canadian diplomatic representation located in 1 – 3 Tuberozelor Street, Sector 1, Bucharest, Romania. The Embassy implements Canada’s foreign policies to advance national interests, offers consular services and promotes international trade in Romania, Republic of Bulgaria and Republic of Moldova.

The Embassy has a Crown owned property as an office building located in Bucharest. The property is used for offices diplomatic activities, events and part of the rooms as storages. The offices require routine cleaning in order to maintain a comfortable working environment for all employees, visitors and clients.

Furthermore, the Embassy is also partly responsible for up to nine (9) different staff quarters (SQ’s), occupied by Canadian diplomats, and which, on the relocation season (diplomat’s rotation), must undergo “move-out” cleaning.

The Embassy requires general **cleaning services on a daily basis** for the following:

The total surface area of the Embassy is 3,058.75sqm and is comprised of:

- Basement (1,051.69 sqm)
- Ground Floor (395.56 sqm)
- 1<sup>st</sup> floor (316.56 sqm)
- 2<sup>nd</sup> floor (459.47 sqm)
- 3<sup>rd</sup> floor (442.82 sqm)
- 4<sup>th</sup> floor (392.65 sqm)

While the majority of the cleaning services will be performed at the Embassy on a daily basis, **cleaning services may be required on an as-and-when requested basis, mostly during relocation season** (summer) for “move-out” cleaning.

As-and-When-Request services will be required at the following:

- **Staff Quarter used as Official Residence (308.88 sqm)**  
The Official Residence (OR) is the residence of the Head of Mission. The area is approximately (308.88sqm). It consists of living rooms, dining room, kitchen, bedrooms, bathrooms, office or function room, and exterior terraces. The Contractor may be required to provide ad-hoc cleaning at the Official Residence when requested by the Project Authority.



- **Eight (8) Staff Quarters (100 to 250 sqm)**

Staff Quarters (SQ) are properties allocated to Canada Based Staff on diplomatic assignment. The properties range from approximately 100 sqm to 250 sqm. They consist of a kitchen, a living room, a dining room, a study, 2 to 4 bathrooms, 2 to 4 bedrooms and exterior balcony/terrace/garden areas.

**See section 5.2.2 Move-Out/Move-In cleaning of the Staff Quarters and/or Official Residence for more details.**

### 3. OBJECTIVE

The Embassy requires a service provider (“Contractor”) to provide **cleaning services** in order to ensure that the crown owned premises and staff quarters (on the relocation season), are well kept clean, sanitised and free from any unpleasant odour.

In order to achieve this objective, the levels of service and their specifications described herein must be followed.

### 4. SCOPE OF WORK

Qualified and experienced contractor must provide a complete range of cleaning services that meet the highest industry standard including, but not limited to, all labour, qualified personnel, supervision, training (if required), uniforms, personal protection equipment (if required) and transportation to the Embassy.

The contractor will be considered as independent and, not as an employee or agent of the Embassy.

The Embassy will provide to the contractor all the cleaning materials, tools, work equipment and other items used for daily activities so that the cleaning services can be performed in a safe and effective manner as defined in this statement of work.

**Exception:**

Embassy will not provide carpet cleaning specialized equipment. For more detail see **section 5.5. Responsibilities of the Contractor, General Rules and Work Instructions.**

The Contractor is responsible of providing properly trained work force, whether permanent or temporary, for the supervision of the cleaning staff and for the performance of the work as required and specified in **Section 5 – Task Specifications / Requirements.**

contract will be awarded for an initial period of three(3) years including two (2) optional period of one (1) year each, subject to satisfactory contract performance.

### 5. TASK SPECIFICATIONS / REQUIREMENTS

These specifications are set for the minimum level of the required services. It remains the prerogative of the Project Authority to add cleaning tasks to these non-exhaustive lists.

The Contractor is expected to provide courteous and competent services.





The cleaning services are categorised into four (4) cleaning activities:

- 1) **Category I:** General Cleaning,
- 2) **Category II:** "As-And-When-Requested" Cleaning,
- 3) **Category III:** Scheduled Window Cleaning,
- 4) **The Category IV:** Scheduled Carpet Cleaning.

### 5.1 CATEGORY I - General Cleaning

General cleaning services are pre-determined tasks. The cleaning activities are divided into daily, weekly and monthly tasks. These minimum frequencies shall be performed to ensure that the facilities maintain a clean, neat and tidy appearance.

A detailed description of those tasks and their frequency are included in **Attachment 1 to Annex A – CATEGORY I – Tasks - General Cleaning.**

### 5.2 CATEGORY II – "As-And-When-Requested" Cleaning Services

Some cleaning services will be required on an "as and when requested" basis. These cleaning services cannot be determined in advance and may be required at any time given time, including before or after regular working hours, during the weekend and, during statutory holidays. When these services are required, the Project Authority will notify the Contractor as soon as possible. The Project Authority will try to give a 24 hours notice but, in some situation, the notice may be given within a shorter delay.

Service Authorization form may be used for this type of requirement. **See Attachment 3 to Annex A – Service Authorization Form.**

The following tasks will be required on an "as-and-when-requested" basis,

- Emergency cleaning after small scale flood in a particular area;
- Cleaning of floors and equipment in mechanical and electrical plant rooms;
- Clean-up after events, meetings and receptions;
- Cleaning tasks of an unforeseen nature;
- Ad-hoc Official Residence and staff quarter requirements.

#### 5.2.1 Event Clean-Up

From time-to-time, the Embassy representational space and the official residence are used to host events.

In this instance, the Embassy will require the Contractor staff to do some or all of the following but, not limited to:

- Set-up and arrange tablecloths and tableware based on event number of participants and requirements;
- Dispose of waste in refuse or recycling containers;
- Empty refuse and recycling containers and replace bags;
- Clean kitchen – sweep, mop and wash floors, wipe down counters and surfaces, clean appliances, clean sinks and faucets;
- Clean hospitality materiel - glassware, plates, cutlery, pots and pans, dishes, kitchen towels, tables cloths (washing and iron) and put everything back on the shelves;
- Clean representational areas -- sweep and mop floors, vacuum carpeting and wipe down tables and chairs.



### 5.2.2 Move-Out/Move-In cleaning of the Staff Quarters and/or Official Residence

In this instance, the Embassy will require the Contractor staff to do some or all of the following but, not limited to:

- Cleaning of all floors;
- Cleaning tiles, disinfect the cleaned surfaced;
- Cleaning of all furniture and accessories (e.g.: wall lamps, standing lamps or chandeliers);
- Upholstered furniture should be cleaned for stains removal;
- Cleaning of wall surfaces (if adequate);
- Cleaning and polishing (if adequate) of all non-painted wall surface (trim, woodwork, paneling, etc.) as well as the cleaning of marks/stains on painted surfaces;
- Interior and exterior cleaning of all cabinets, dressers, desks, wardrobes, drawers, and other furniture;
- Cleaning the interior/exterior of all household electrical and appliances;
- Cleaning of all washbasins, sinks, faucets, bathroom, showers accessories, bath / shower housing;
- Cleaning of exposed ventilation and kitchen fan including filters;
- Clean all glass surfaces and mirrors;
- Cleaning of outdoor /balcony furniture and area.
- In each relocation season prepare and set the pickup kit for diplomat's houses based on the family configuration and/or instructions from Property section/Project Authority;

Estimated time required for Move-Out/Move-In cleaning is approximately 16 hours per year. This may vary depending on the Embassy needs.

### 5.3 CATEGORY III - Scheduled Interior Window Cleaning

Scheduled interior windows cleaning services are performed in the Embassy office building and/or as part of move-out/move-in cleaning of the official residence/staff quarters and as per instruction from the Project Authority.

Interior windows cleaning is performed two (2) times a year, usually during the months of April and October.

#### 5.3.1 Interior Windows Cleaning

- The Contractor staff must provide all the efforts for doing a complete cleaning of the **interior windows** of the Embassy building and OR and/or SQs on posting relocation as needed or instructed by the Project Authority.
- All glass shall be clean and free of streaks and finger marks.

Estimated time required for interior windows cleaning will not exceed three (3) hours pour SQs and four and a half (4.5) hours for OR. This may vary.

### 5.4 CATEGORY IV - Scheduled Carpet Cleaning

Scheduled carpet cleaning services of the Embassy are performed annually, per instruction from the Project Authority.

#### 5.4.1 Carpet Cleaning

- The Contractor employees must use adequate equipment and material to do a complete cleaning of the Embassy carpets, as needed and instructed by the Project Authority.



- Carpets shall be vacuumed using commercial heavy duty equipment vacuum on all floors before proceeding to the actual cleaning of carpet;
- Remove spots and stains from carpets and rugs using only methods and products recommended by carpet manufacturers;
- Carpets will require cleaning with an industrial/commercial type equipment and be cleaned with high temperature steam jet to disinfect the cleaned surface.

### 5.5 Responsibilities of the Contractor, General Rules and Work Instructions

- The contractor must provide all appropriate personnel, season uniforms and must respect the daily working schedule.
- The contractor must provide qualified personnel in order to execute the activities as per above standards.
- Any requested overtime asked by the Project authority must be executed and completed within the specify delay. Service Authorization form will be used – **See Attachment 3 to Annex A**
- As carpet cleaning requires specialized equipment (mechanised machines), the contractor must provide, but not limited to, vacuum cleaner equipped with electric brush and monodisk using injection-extraction cleaning method, trained staff to use the equipment, environment friendly special solution (e.g. Johnsen Diversy) with limited smell (for CH allergic staff).
- The Contractor must be responsible for supplying suitable replacement cleaning carpet equipment in case of malfunction or defective of the equipment.
- The Project Authority reserves the right to request that products provided by the contractor for carpet cleaning be replaced or not used in the provision of the services
- The contractor must ensure that all the work is done in compliance with the industry standards and with the quality standards listed in **Attachment 2 to Annex A.**
- The contractor must immediately report all carpet stains, damaged or lifting of the carpet to the Project Authority
- The contractor must notify the Project Authority of critical issues that may affect the execution of the work.
- The contractor must ensure that any of the Embassy equipment, supplies and materials used for the cleaning services are safe and met the highest operational standard.
- The contractor is liable for any and all damages incurred whether direct or indirectly through his employee's negligence.
- The contractor must inform the Project Authority of the presence of any insects, mice, vermin or any other infestation and failure of the infrastructures once noticed by cleaning personnel.
- The contractor must not move any anti vermin and pest traps or products which may have been placed in different areas in the Chancery or Staff Quarters.
- The contractor must wipe any spilled liquid as soon as possible and place a warning sign on the spot.
- When the floors are being cleaned, the contractor must place warning signs in a very noticeable spot.
- In order to ensure thorough cleaning activities, all light furniture and furniture fitted with wheels must be moved. The contractor must never put furniture, chairs, waste bins and other items on the desks, tables or any other piece of furniture during cleaning activities'.
- The cleaning services must be undertaken with care in order to ensure that cleaning activities are thoroughly completed and the furniture remains at their original places. The chairs and armchairs in the meeting rooms must correctly be placed around the tables at the end of the cleaning activities.
- The contractor must put back all items on the desk, at their exact place, after cleaning the desktops. The cleaning staff must never move or touch any papers, files or materials left on the furniture. If a desk need to be cleaned, all articles on the desktop will be removed before the cleaning by the office's user.
- The contractor must ensure that cleaning and chemical products do not infiltrate under the furniture legs, file cabinets or partitions bottoms.
- The contractor must not dilute or modify the cleaning products unless specified in the manufacturers' instructions.



- The Project Authority reserves the right to request that a specific employee of the contractor be replaced or not used in the provision of services
- The contractor must never let water stagnate after a cleaning activity. The contractor must empty water containers, remove any water on the ground with rubber scrapper and drain off in closest drains.
- The Contractor is responsible for ensuring that the cleaning personnel follow the security and safety standards established by the Embassy and by the EU legislation and by local laws.

## 5.6 Excluded Areas

The following areas do not form part of this contract. The Contractor shall instruct the cleaning personnel not to enter building services unless accompanied by an authorised staff member of the government.

- a) Mechanical, Electrical and Communication rooms;
- b) High security zones.

## 5.7 Excluded Items

Computers and electric equipment, photocopiers, shredders, books and papers are excluded from this contract. Are also excluded from this contract wall mounted objects such as paintings and art.

## 5.8 Schedule of Services

The general cleaning services must take place during the normal business hours of the Embassy. Cleaning services are required for eight hours a day between 08:00 and 16:30 from Monday to Thursday and from 08:00 to 13:30 on Friday.

Schedule of services may vary during summer due to the Embassy "Summer Hours" and, occasionally, on weekends and holidays.

The Embassy has approximately 12 statutory holidays per year. These days may change from year to year and do not necessarily correspond to the holidays observed by local Romanian people. Cleaning services provided to the Embassy must follow the holiday schedule and opening hours as determined by the Embassy.

## 5.9 Contractor's Personnel - Staffing Level and Qualifications

The daily cleaning services require a minimum of two (2) general cleaners in order to consistently meet required quality standards.

The Contractor shall maintain a sufficient reserve of "replacement staff", available for replacement in order to avoid any interruption of service. For that purpose, the Contractor must pre-identify a list of potential cleaner who have already gone through the security check process, that are fully vaccinated and that are allowed to have access to the Embassy.

In order to meet operational needs, the Contractor must replace any absent employees upon twenty-four (24) hour notice



### **5.10 Uniforms and dress code**

The cleaning personnel must wear at all times a clean and appropriate uniform when on duty at the Embassy. A uniform must include a trouser and a shirt. In order to clearly identify and distinguish the contractor's personnel, a monogram or the name of the Contractor must be applied on the uniform. A jumpsuit or apron must be worn when executing tasks requires additional protection.

The Contractor is responsible of providing the cleaning personnel with season uniforms and to replace them annually in sufficient quantity so that the staff may change regularly.

Cleaners must wear uniforms appropriated to the season. At all the time, cleaners must wear identical uniforms.

The Contractors' staff must not wear a hat, a baseball cap, a sweatshirt, or any piece of clothing displaying social comments, slogans, logos or publicity texts or designs; and the staff members is not allowed to wear dark tinted glasses on the premises.

### **5.11 Information related to Health and Safety**

The Contractor must comply with all the safety measures relative to personnel, fire hazards, use of equipment, materials, tools, cleaning products, work habits and procedures recommended by the national codes and/or required by the competent authorities.

The Contractor must take all necessary steps to protect personnel and properties of the Embassy from any harm in the course of this contract.

The Contractor must provide training to all personnel assigned to the performance of the work under this contract including proper handling, use and disposal of all cleaning products including sanitizers, disinfectants, etc.

The Project Authority has the right to ask the replacement of the Contractor's staff who does not respect the safety regulations when using the equipment, not limited to, as well as the relative personal safety rules.

The Contractor must ensure that all Embassy's equipment used to perform the work is in a good working condition The Contractor is also responsible for performing periodical testing of this on-site equipment in accordance with any Health & Safety requirement. The Contractor must immediately inform the Project Authority of any malfunction or defective of the equipment.

The Project Authority reserves the right to have equipment judged unsafe, not suitable or defective taken out of service.

### **5.12 Waste Management**

Waste collection and removal services, for each Facility, shall be performed according to the Project Authority instructions and in accordance with the policy and local waste management practices and, in accordance with the local recycling program. This also includes delivering the garbage bin into appropriate containers identified in accordance with European Union (EU) legislation.

The Contractor staff shall comply with all local regulations, policies, applicable legislation, practices and bylaws controlling waste disposal and recycling, including using of proper bags and/or containers. Proper bags and/or containers will be provided by the Embassy.



The Contractor staff shall collect all materials as scheduled to avoid overflow and bad odour.

The Contractor staff shall be responsible for the removal and separation of all recyclable materials including, but not necessarily limited to, mixed office paper, newspaper, old corrugated cardboard, aluminum and steel cans, plastics, and organic material, placing these in designated recycling garbage containers located in the Embassy backyard, according to the local waste management and recycling program.

## **6. DELIVERABLES**

The cleaning services must be provided in accordance with the minimum frequencies shown in **Section 5 – Task specifications / Requirements**.

The work must be completed within the timescale specified for all categories of cleaning services mentioned in this statement of work or specified by the Project Authority.

The Contractor must provide the staffing level required for each category identified in **Section 5 -Task Specifications / Requirements**

The contractor must provide the cleaning materials, tools, work equipment and other items **used for annual carpet cleaning activities**.

### **6.1 REPORTING AND COMMUNICATIONS**

When required, the Contractor must discuss with the Project Authority issues that might arise during the performing of the work. These discussions can be held over the phone or email. In some situation, the Contractor may be required to come to the Embassy in order to attend meetings with the Project Authority. The meeting will first be requested by phone, followed by a written confirmation notice sent by email.

## **7. CONSTRAINTS**

The cleaning personnel must have a security clearance, obtained via background checks with the police and/or other authorities in Romania and/or Canada. Security checks must take place prior to initial assignment of the personnel and may have to be renewed on a periodic basis. The cleaning personnel must adhere to the strictest requirements in terms of discretion and integrity. The performance of cleaning services in certain designated areas requires an escort and tasks can only be performed during pre-approved scheduled times. The Contractor must adhere to the strict cleaning schedule for these areas.

As required by the Labour Code, the Contractor must ensure that all of its personnel meet the mandatory medical examination before employment. Personnel who are found to be medically unfit shall not be allowed to work.

## **8. RISKS MANAGEMENT AND MITIGATION**

The contractor must have a contingency plan to ensure continuity of the work in the event of unforeseen circumstances such as sickness and strikes. For this reason, the contractor must maintain a pool of sufficient security-cleared replacement staff, which are readily available for replacement in order to avoid service disruption.

The Contractor must ensure that all arrangements are made for the replacement of staff as soon as it is known that a staff is unable to report to work or has to leave unexpectedly.



## **EMBASSY TO SUPPLY**

Cleaning products will be supplied by the Embassy, base on a monthly need.

The Contractor personnel will be provided with such office/storage space as is considered necessary for the performance of the contract.

The Contractor personnel will have access to different facilities such as kitchen, bathrooms, water and electricity.

### **10. INSPECTION, DOCUMENTATION AND ACTIVITY LOGGING**

The Project Authority will conduct random inspections for all specifications identified in the contract and will provide performance evaluations to the contractor notifying any deficiencies. The Project Authority shall make the final determination as to whether any task has been satisfactorily performed.

Contractor must remain responsible to make any necessary changes if the Project Authority determines that any task has not been performed adequately or satisfactorily. Contractor must correct the deficiency within twenty-four (24) hours from notice of the deficiency, or sooner depending on the severity of the task.

The Project Authority will also maintain a record of complaints received from staff of the Embassy and will provide the necessary information to the Contractor. The Contractor must take all appropriate actions in order to correct the situation within twenty-four (24) hours of thereceipt of the information.

The following criteria will be used by the Project Authority to determine “Acceptance” of the services provided under this statement of work(see **Section 5 – Task Specifications/Requirements**):

- Frequency of tasks (i.e., Daily, Weekly, Monthly, etc.);
- Staffing;
- Quality control as defined in Quality Standards (see **Attachment 2 to Annex A – Quality Standards**)
- Complaints received;
- Completion of the tasksidentified for eachlocation (Office Building, OR and SQs)

### **11. TRAVEL COSTS**

Travel costs incurred while performing this assignment will not be reimbursed.

### **12. WORKING LANGUAGE**

The official communication language (verbal and written) must be in English and/or French and Romanian. The Contractor must be able to communicate with the Project Authority in these

### **13. REPRESENTATION**

Bidders might be required to make a presentation or participate in a question and answer session to clarify some aspects of their proposal. In this case, the representative of the bidder should be the person who will manage the contract.



## ATTACHMENT 1 TO ANNEX A – CATEGORY 1 – GENERAL CLEANING TASKS

\* Daily (D), Weekly (W), Monthly (M) and Yearly (Y)

Item	Tasks	Frequency				Special instructions
		D	W	M	Y	
<b>Chancery entrance and Reception area, Waiting Room, Consular Booth, Moosehead Club, Guard booths</b>	Sweep and damp-mop wooden floors.	X				
	Vacuum carpet every two (2) days.	X				
	Spot clean walls.	X				
	Clean phone cases.	X				
	Clean visitor glass tables.	X				
	Damp wipe with germicide the visitor phone in reception, the consular booth phone as well as the computer provided for visitors.	X				Disinfection apply to all common items (door handle, elevators button, etc.) used by visitors and staff
	Dust and clean security guard desk, X-ray machine, public computer space, visitor desk and bookshelves.	X				
	Clean reception counter and consular booth counter.	X				
	Wash the floor tiles;	X				
	Spot-clean partition glasses in reception and consular both.		X			
	Vacuum and damp clean seats in reception and consular booth.		X			remove all marks, dirt, smudges, scuffs and other foreign matter from wall and floor/entrance to maintain a clean, uniform appearance;
	Dust and clean picture frames		X			this apply to all pictures frames (Queen, Governor General, etc.) and other art's;
<b>Hallways and Corridors</b>	Spot-clean sashes, doors, walls.	X				
	Vacuum traffic lanes.	X				
	Elevators, main and secondary airlock and entrances;	X				
	Light dusting.		X			
	Clean partition glass on both sides.		X			
	Dust wall-hung fire extinguishers and first aid boxes.		X			
	Vacuum all carpeting on a full floor basis.		X			
	Heavy dusting.			X		
<b>Office Space</b>	Empty garbage bins, collect and dispose of trash and litter; replace plastic bags.	X				





Item	Tasks	Frequency				Special instructions
		D	W	M	Y	
	Horizontal surfaces that are clear of obstructions should be dusted or vacuum cleaned.	X				
	Visible dirt, shoe marks should be vacuumed cleaned or washed from floor surfaces.	X				
	Sweep and mop tiles/parquet floors.	X				
	Vacuum carpet clean and damp-mop tiles/parquet floors, from wall to wall, including moving any chairs or other easily moved obstructions.		X			
	Dust on top of bookshelves and empty shelves.		X			
	Dust and clean vertical free areas to remove cobwebs and visible dirt.		X			
	Dust and/or wipe clean desks, desk lamps, phones, computer screens, chair legs, ceiling lamps.		X			
	Dust and/ or wipe clean window ledges and sills, as necessary to remove visible dirt.		X			
	Dust and/or wiped clean the doors (including handles), glass panels, and radiator covers as necessary to remove visible dirt.		X			
	Dust and clean wall partitions and fittings, baseboards, ledges, external surfaces of ducts and vents, including removal of cobwebs and other natural debris.		X			
	Vacuum clean upholstered furniture.		X			
	Heavy dusting.			X		
	Damp-wipe table legs and chair legs.			X		
	Wash doors and garbage bins from any dirt.			X		
<b>Meeting Rooms</b>	Dust furniture and tables.	X				Do not clean boards containing written information and do not use oiled or dust treated cloths when cleaning boards.
	Dry clean unwritten whiteboards.	X				
	Vacuum carpet floors.	X				
	Sweep and damp-mop tiles/wooden floors.	X				
	Spot clean walls, windows and doors (including handles).	X				
<b>Washrooms</b>	Keep washrooms in a clean and disinfected state, they must be patrolled and cleaned daily or more often as required.	X				All washrooms shall be cleaned, disinfected and treated with germicides on a daily basis.



Item	Tasks	Frequency				Special instructions
		D	W	M	Y	
	Replenish soap, toilet paper and paper towel dispensers. Ensure all dispensers are at least eighty (80) % full; restock, as necessary.	X				
	Clean and dry all fixtures, spot clean mirrors, wipe counters and insure that toilets and sinks are clean and that there is no water or papers on floors.	X				
	Remove stains on mirrors and glass panes with an appropriate cloth and a glass cleanser.	X				
	Sweep and wash floors.	X				
	Clean both sides of toilet seats interior and exterior of bowls and washbasins, toilets shall be free of stains, water spots and scale.	X				
	Clean all water taps, dispensers, doors and flush valves.	X				
	Clean flush tanks, high ledges, mirrors and exposed piping.	X				
	Sinks and hardware (flush valves, handles) will be clean and bright (free of corrosion or verdigrises' (green/blue deposit) and organize deposits (e.g. calcium build-up).	X				
	Clean walls, particularly under dispensers near toilets, remove streaks.	X				
	Clean and sanitized doors, including handles.	X				
	Clean air grills and door grills from dust.	X				
	Empty sanitary bins, wash and disinfect, supply and insert new waxed bags of correct size.	X				
	Empty and damp-wipe exterior of all waste receptacles, supply and insert new plastic bags of correct size.	X				
	Report any blockage or leaks to the Property section.	X				
	Wash in depth all tiled floors including spraying buff if required.		X			
	Wash and disinfect wastepaper and refuse receptacles including metal containers.			X		
	Wash walls.			X		
<b>Showers</b>	Patrol and clean shower room daily.	X				



Item	Tasks	Frequency				Special instructions
		D	W	M	Y	
	Ensure all shower floor, wall, door and fixtures are wiped dry.	X				
	Remove all pieces of soap and any debris (including hair) from the shower floor drain.	X				
	Report any blockage or leaks to the Property section.	X				
	The shower nozzles and taps will be clean and bright, free from calcium deposit.		X			
	Scrub floors and duck boards.		X			
	Air and door grills will be clean and free of dust.		X			
	Wash walls using germicide to remove soap residue.		X			
	Pour a bucket of clean water into floor drains.			X		
	Wash shower curtains in washing machine(where it applies)			X		
<b>Interior Stairs and Landings, Elevators</b>	Sweep and damp-mop stairs and landings;	X				
	Dust and/or damp-wipe handrails;	X				
	Spot-clean walls;	X				
	Wash elevators floor.	X				at least two times per day
	Clean handrails, and risers.		X			
<b>Staff Kitchenettes and Staff Lunchroom</b>	Dust all horizontal and vertical surfaces.	X				
	Sweep and wash floors.	X				
	Clean sink, faucet, and kitchen counter.	X				
	Clean the kitchen tables and chairs with detergents and cotton cloth.	X				
	Supply and replenish all soap and paper towel dispensers.	X				
	Empty, waste receptacles and replace plastic bags.	X				
	Spot clean doors and exterior of cupboards.	X				
	Spot clean exterior of all appliances.	X				
	Fill/empty dishwasher when necessary.	X				
	Wash, dry and store the glasses, the dishes and utensils and others.	X				
	Clean microwaves inside.	X				
Dust and clean windows sills.		X				



Item	Tasks	Frequency				Special instructions
		D	W	M	Y	
	Empty fridges from out-dated food.		X			
	Clean inside fridges and dishwashers.			X		
<b>Staff Fitness Centre located in the Basement</b>	Dust and clean the sport equipment without moving them with cotton cloths and warm water (use of detergent and disinfectant is not allowed).	X				
	Sweep and clean the floor with water and non-abrasive maintenance products and dry thoroughly.	X				
<b>Multi-purpose/Event Rooms</b>	Dust furniture and tables.	X				Clean the rooms after each meeting/event. Do not clean boards containing written information and do not use oiled or dust treated cloths when cleaning boards.
	Dry clean unwritten whiteboards.	X				
	Vacuum carpet floors.	X				
	Spot clean walls, windows and doors	X				
<b>Plants</b>	Water all plants, remove litter and wipe exterior of containers	X				this operation may apply at three days period
	Remove the dust and dead leaves		X			
	Put fertilizer			X		
<b>Floors (all types)</b>	All floor types shall have a clean appearance. Sweep and/or vacuum and wash floors.	X				Never let water stagnate after a cleaning activity. Use suitable soap depending on the floor type. At all time when washing floors a caution sign should be used
<b>Carpets and Rugs</b>	Sweep or vacuum exposed carpeting and rugs.	X				Use commercial heavy duty vacuum cleaners with low noise level; high efficiency particulate Air filters; minimum ninety (90) inches of water lift; power-head; proper tools/accessories for floors and furniture.
	Remove spots and stains from carpeting and rugs using methods and solutions approved by carpet manufacturers and clean up spills as soon as possible after observation or notification.	X				
	Pick up litter (paper, paperclips, elastics, etc.) off carpets.	X				
	Vacuum traffic lanes (corridors and hallways).	X				
	Vacuum all carpeting and rugs on a full floor basis.		X			
<b>Walls, Partitions, Baseboards and Ceilings</b>	Spot clean walls, partitions and glass partitions.	X				
	Remove cobwebs from ceilings.	X				
	Dust walls, columns and frames.		X			
	Dust all baseboards, ledges and mouldings.		X			
	Clean glass partitions.		X			



Item	Tasks	Frequency				Special instructions
		D	W	M	Y	
<b>Doors and Door Frames</b>	Spot finger prints and clean doors, push bars, kick plates, hand plates and door frames. Dust door grills.	X				
	Damp wipe doors and door frames.		X			
<b>Furniture</b>	Clean offices furniture and place chairs so that the room appears to not have been used.	X				All furniture must be free of dust and damp-wiped.
	Damp-wipe tables and/or desks, wipe computer screens, wipe and/or vacuum chairs.	X				
	Remove stains from furniture, using a suitable product for fabrics.	X				
	Vacuum upholstered furniture including removal and vacuuming of cushions.		X			
<b>Emergency Fire Equipment</b>	Clean and wipe fire extinguishers.		X			
<b>Waste Receptacles/Garbage Bins</b>	Empty and damp wipe interior and exterior of central garbage bins, and waste receptacles and drop them on the Chancery backyard in the main collector bin	X				install plastic bags of correct size when dirty or torn in garbage bins and waste receptacles.
<b>Garbage/Recycling/Recuperation Material and Pickup Area</b>	Garbage bins and paper recycling receptacles at each individual floor are to be emptied daily of garbage and paper, and cleaned as required in the Embassy backyard court in the nominated recycling garbage bins.	X				
	Wash, clean and disinfect garbage bins in kitchenettes every Friday. They shall be without any soil or marks present, and shall be odour free.		X			every Friday
	Empty and wash and disinfect all recycling bins in the recycling cabinet.		X			
<b>Paper and other item recycling</b>	Remove surface contamination/garbage from paper recycling bins.	X				All paper shall be collected from recycling receptacles and placed in designated container. Non-recyclable materials shall be disposed of as garbage.
	Removal of bagged shredded paper and vacuuming of any spillage.	X				
	Collection of paper from recyclable paper receptacles in all offices where applicable.	X				
	Collect recyclable paper and dispose of in designated area.	X				
<b>Supplier' Space and Janitor's Closets; technicians room;</b>	Maintain floors and fixtures as per washrooms.	X				
	Vacuum cleaners shall be emptied at the end of each shift and electric cable/ cord neatly wrapped.	X				
	Trash container shall be clean and empty of trash, caddy clean and free of personal items.	X				



Item	Tasks	Frequency				Special instructions
		D	W	M	Y	
	Floor buckets shall be emptied and cleaned, mops washed and mounted on racks where available or stood with head up to dry.	X				
	All equipment stored in a neat organized manner at all times	X				
	Wash all walls and shelves.		X			
Embassy lines	Lines verification			X		Upon request by the Property team, the Contractor will be required to remove and replace linens from all transient/staff quarters, dirty linens including blankets, bed sheets, bath mats, towels, pillows, and shower curtains must be delivered by the Contractor to the Embassy laundry facility for cleaning and returned to the transient/staff quarters by the Contractor employees.
				X		
				X		
				X		
				X		
					X	
	The cloth curtains must be removed by the cleaners, washed by Embassy's Laundry Section and re-installed by cleaners		X			The table cloth must be removed by the cleaners, washed on Embassy's Laundry space and stored back by cleaners



## ATTACHMENT 2 TO ANNEX A – QUALITY STANDARDS

The quality of the cleaning services describe in this statement of work will be assessed and monitored according to the following quality standards:

- 1. Cleaning: General**
  - a. All surfaces and objects specified in the contract must be free of dust, stains, spills, debris and soil immediately after cleaning operation.
  - b. Machinery and equipment must not block a passageway, or present a hazard.
  - c. Caution signs must be placed adjacent to the affected area on all approaches.
  - d. Furnishings moved by cleaners must be relocated to their original location.
  
- 2. Spot Cleaning**
  - a. All affected areas must be clear of stains, streaks and soil.
  - b. All over-spray from spray applicators must be wiped clean from all surfaces.
  
- 3. Sweeping**
  - a. All office building/SQ's floor areas including open areas and flooring around furniture legs and into corners be free of dirt and litter.
  
- 4. Cleaning with a Hose**
  - a. All areas must be clean of dirt, mud and debris with no water ponding as a result of the cleaning with a hose.
  - b. Equipment is removed and stored immediately after use.
  
- 5. Dust Mopping**
  - a. All floor areas including open areas and flooring around furniture legs and into corners must be free of debris and dust film.
  
- 6. Damp Mopping**
  - a. Floor areas including open areas and flooring around furniture legs and into corners must be clean and free of surface stains, soil, mop streaks, loose mop strands and water spotting.
  - b. The supplier must sweep or dry mop the area immediately before damp mopping.
  - c. The supplier must start damp mopping with clean water and mop.
  - d. Walls, baseboards and other surfaces must be free of splash marks.
  
- 7. Wash Floors**
  - a. All standards outlined in "Damp Mopping" apply.
  - b. In addition, surfaces must be rinsed free of cleaning solution after floors are washed.
  - c. All areas must be free of dirt, stains, splashing, cleaning chemical and water accumulations as well as scuff marks.
  
- 8. Machine Scrubbing**
  - a. All areas must be free of dirt, stains, scuff marks, splashing, cleaning chemical and water accumulations.
  - b. Corners and other areas not accessible to a mechanical floor scrubber must be scrubbed manually.
  
- 9. Spray Buffing**
  - a. Following spray buffing, all areas must present an overall appearance of cleanliness, have a bright shine through out and be free of debris and dust.
  - b. Spills, scuffs and stains must be removed prior to spray buffing.



**10. Scrub and Refinish**

- a. Supplier must apply all performance standards as with "Machine Scrubbing".
- b. In addition, supplier must apply one coat of finish compatible with existing finish.
- c. As a result of the "Scrub and Refinish", all areas must present an overall appearance of cleanliness free of scuffs and stains, have a bright shine and be free of debris and dust once the "Scrub and Refinish" is complete.

**11. Strip and Refinish**

- a. Supplier must apply all performance standards as with "Scrub and Refinish".
- b. All old finish must be removed and all residual stripper chemical cleaned away.
- c. New finish must be applied to all portions of the floors.
- d. Refinish must include 2 coats of finishing material (wax, etc.).
- e. All areas must be clean and clear of all stains, blemishes and dirt, and have a consistent shine free of scrapes and marks once the "Strip and Refinish" is complete.

**12. Vacuuming**

- a. All carpet surfaces must have an overall appearance of cleanliness and must be free of visible dust, dirt and grit.
- b. A power head must be used.

**13. Stain Removal**

- a. All carpets and walk-away mats must have no visible stains or discoloration after stain removal operation.
- b. Where stain removal involves wetting of a hard surface floor, caution signs must be in place around work area.

**14. Hot Water Extraction**

- a. All carpets and walk-away mats must be clean and free of accumulated dust and dirt and stain as a result of Hot Water Extraction.
- b. Areas must be cleaned to walls and corners.

**15. Damp Wiping**

- a. Surfaces must be free of dust, stains, streaks and water spotting following damp wiping.
- b. Wiping cloths must be rinsed frequently and free of stains and odors.
- c. Feather dusters are not acceptable.

**16. Glass and Mirror Cleaning**

- a. All glass and mirrors must be clean on both sides and free of streaks and finger marks.
- b. Adjacent areas including frames, casing and ledges must be free of water spotting, splash marks and streaks.

**17. Heavy dusting**

- a. All surfaces must be free of dust.
- b. High dusting must be done using either damp rag wiping or vacuuming. The method will be specified by the Property Section.
- c. Dust must be contained and prevented from floating freely in the air during operation.

**18. Clean and Disinfect**

- a. Property Section will provide commercial disinfectant approved for use on EU countries for cleaners that must be used in a daily activity.
- b. Manufacturer's instructions must be followed for best results.
- c. All surfaces cleaned and disinfected must be rinsed clean of residual disinfectant.





### ATTACHMENT 3 TO ANNEX A – SERVICE AUTHORIZATION FORM (SA)

<b>Service Authorization Form</b>				
Contractor's Name and Address: (To be inserted at contract award)		Contract Number:		(To be inserted at contract award)
		Service Authorization (SA) No.		
<b>1. Resource Requirement:</b> (To be completed by the Project Authority)				
Resource	Date (MM/DD/YY)	Start time (24:00)	End time (24:00)	Total Hours Required
#1				
#2				
#3				
#4				
<b>Special Instructions</b> (i.e. Location of the work, transportation required, etc.)				
Work cannot commence until a SA has been authorized in accordance with the conditions of the contract. The Contractor acknowledges that any work performed before an SA has been received will be done at the Contractor's own risk and expenses.				
<b>2. Project Authority's Approval Signature</b>				
Name of the Project Authority				
Signature				
Date (MM/DD/YY)				



## ANNEX B - BASIS OF PAYMENT

### 1. Regular Services

#### Firm Monthly Rates

The Contractor will be paid firm monthly rates as follows, for Work performed in accordance with the Contract. Any Applicable Tax is extra.

Firm monthly rates will be increased by the annual inflation rate (or CPI) as published by Trading Economics for Romania (<https://tradingeconomics.com/romania/inflation-cpi>) **upon exercising each of the option periods**. If the rate of inflation is negative, the rates will not be adjusted. Canada will use the most recent annual inflation rate data available within 90 days of the end date of the Contract.

**\* Firm monthly rates included General Cleaning Services, Scheduled Interior Window Cleaning and Scheduled Carpet Cleaning**

PERIOD	Firm Monthly Rates (RON) Taxes Excluded (A)
Initial – Year 1	
Initial – Year 2	
Initial – Year 3	
Option Period 1 – Year 4	Firm monthly rate of Year 3 + Annual inflation rate upon exercising the option period
Option Period 2 – Year 5	Firm monthly rate of Year 4 + Annual inflation rate upon exercising the option period



## 2. Regular Services – OVERTIME

### Firm Hourly Rates

The Contractor will be paid firm hourly rates as follows, for Work performed in accordance with the Contract. Any Applicable Tax is extra.

Firm hourly rates will be increased by the annual inflation rate (or CPI) as published by Trading Economics for Romania (<https://tradingeconomics.com/romania/inflation-cpi>) **upon exercising each of the option periods**. If the rate of inflation is negative, the rates will not be adjusted. Canada will use the most recent annual inflation rate data available within 90 days of the end date of the Contract.

*\* Hourly price for overtime during normal working days, weekends and holidays.*

PERIOD	Firm Hourly Rate (RON) Taxes Excluded (A)
Initial – Year 1	
Initial – Year 2	
Initial – Year 3	
Option Period 1 – Year 4	Firm hourly rate of Year 3 + Annual inflation rate upon exercising the option period
Option Period 2 – Year 5	Firm hourly rate of Year 4 + Annual inflation rate upon exercising the option period



### 3. As-and-When-Requested Services

#### Firm Hourly Rates

The Contractor will be paid firm hourly rates as follows, for Work performed in accordance with the Contract. Any Applicable Tax is extra.

Firm hourly rates will be increased by the annual inflation rate (or CPI) as published by Trading Economics for Romania (<https://tradingeconomics.com/romania/inflation-cpi>) **upon exercising each of the option periods**. If the rate of inflation is negative, the rates will not be adjusted. Canada will use the most recent annual inflation rate data available within 90 days of the end date of the Contract.

PERIOD	Firm Hourly Rates (RON) Taxes Excluded (A)
Initial – Year 1	
Initial – Year 2	
Initial – Year 3	
Option Period 1 – Year 4	Firm hourly rate of Year 3 + Annual inflation rate upon exercising the option period
Option Period 2 – Year 5	Firm hourly rate of Year 4 + Annual inflation rate upon exercising the option period



## ANNEX C – SECURITY REQUIREMENTS CHECK LIST (SRCL)



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

### SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction
GAC		BUCST
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Daily cleaning services for offices and protocol activities at Embassy of Canada in Romania		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

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**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
 Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui  
 If Yes, indicate the level of sensitivity:  
 Dans l'affirmative, indiquer le niveau de sensibilité: \_\_\_\_\_

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
 Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui  
 Short Title(s) of material / Titre(s) abrégé(s) du matériel: \_\_\_\_\_  
 Document Number / Numéro du document: \_\_\_\_\_

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	Special comments: Commentaires spéciaux: _____		

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
 REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
 Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui  
 If Yes, will unscreened personnel be escorted?  
 Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
 Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
 Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No / Non  Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
 Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No / Non  Yes / Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
 Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
 Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui

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Contract Number / Numéro du contrat
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**PART C - (continued) / PARTIE C - (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? / La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification". / Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? / La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments). / Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Security Classification / Classification de sécurité
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Contract Number / Numéro du contrat [REDACTED]
Security Classification / Classification de sécurité [REDACTED]

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

<b>13. Organization Project Authority / Chargé de projet de l'organisme</b>			
Name (print) - Nom (en lettres moulées) Sébastien Roy		Title - Titre MCO	Signature Roy, Sebastien 0 <small>Digitally signed by Roy, Sebastien 0 Date: 2022.02.03 15:19:35 +02'00'</small>
Telephone No. - N° de téléphone +40-21-307-5060	Facsimile No. - N° de télécopieur +40-21-307-5010	E-mail address - Adresse courriel sebastien.roy@international.gc.ca	Date [REDACTED]
<b>14. Organization Security Authority / Responsable de la sécurité de l'organisme</b>			
Name (print) - Nom (en lettres moulées) Sébastien Roy		Title - Titre MSO	Signature Roy, Sebastien 0 <small>Digitally signed by Roy, Sebastien 0 Date: 2022.02.03 15:19:50 +02'00'</small>
Telephone No. - N° de téléphone +40-21-307-5060	Facsimile No. - N° de télécopieur +40-21-307-5010	E-mail address - Adresse courriel sebastien.roy@international.gc.ca	Date [REDACTED]
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>16. Procurement Officer / Agent d'approvisionnement</b>			
Name (print) - Nom (en lettres moulées) Geneviève Gervais		Title - Titre Procurement Specialist	Signature Gervais, Genevieve <small>Digitally signed by Gervais, Genevieve Date: 2022.08.03 11:53:35 -04'00'</small>
Telephone No. - N° de téléphone 343-573-6038	Facsimile No. - N° de télécopieur N/A	E-mail address - Adresse courriel genevieve.gervais@international.gc.ca	Date [REDACTED]
<b>17. Contracting Security Authority / Autorité contractante en matière de sécurité</b>			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date